

**STATE COUNCIL OF HIGHER EDUCATION FOR VIRGINIA
EXECUTIVE COMMITTEE
MAY 17, 2004
MINUTES NO. 58**

Dr. Carl Kelly called the meeting to order at 4:20 p.m. in the Boatright Room in the James G. Leyburn Library at Washington and Lee University, Lexington, Virginia. Council members present: Harold Jordan, Carl Kelly, Karen Marcus, Bittle Porterfield. Other Council members present: Mimi Elrod, Christine Milliken, James Dyke; staff members present: Linda Borland, Nancy Cooley, Lee Ann Rung

APPROVAL OF AGENDA

On motion by Mr. Jordan and seconded by Mr. Porterfield, the agenda was unanimously approved as submitted.

APPROVAL OF MINUTES

The minutes of the January 20, 2004 meeting were unanimously approved as submitted.

LIAISON REPORT

Dr. Cooley had nothing to report. Dr. Kelly said the state of the budget and including legislation is restricting our ability to hire an Executive Director. He also indicated that the Governor is working with the Council on this issue.

ACTION ON SCHEV OPERATING BUDGET

Ms. Borland indicated that at the time the agenda book was prepared, there was no news on the budget. On May 6, 2004, the House and Senate released their Conference Report after reaching agreement on a proposed budget. and she distributed additional information contained in the conference report. The conference report is currently being reviewed by the Governor and his final budget is expected on later than June 16, 2004. Funding provided in the conference report is based on the governor's initial recommendations. There was some discussion and several members expressed concern about the lack of funding for GEAR UP program. An amendment will need to be filed as a caboose bill for GEAR UP. Ms. Borland provided an explanation of the Tuition Assistance Grant (TAG) line item.

Staff was asked to add an additional column to the report to include "last year proposed" and "this year proposed" budget items.

After some discussion, on motion by Ms. Marcus and seconded by Mr. Jordan, the following resolution was unanimously approved by the Executive Committee:

BE IT RESOLVED that the Executive Committee of the State Council of Higher Education for Virginia approves the Agency's FY2005 expenditure plan as submitted.

EXPENDITURE REPORT FOR APRIL

Ms. Borland distributed the report as of April 30 and showed anticipated expenditures from 5/1/04 thru 6/30/04 as well as the anticipated balance. Dr. Cooley indicated that an aggressive plan has been developed to prepay some agency expenses. Mr. Jordan suggested that to the maximum extent possible, staff apply excess dollars to items already prioritized for next year's budget.

APPROVAL OF JULY 2004 AGENDA

Mr. Jordan suggested that a dinner be held the evening before the July meeting as a way to introduce the new members who will be joining the Council. He agreed to host the dinner and it was suggested that the meeting location be changed to Charlottesville and to explore the possibility of holding the meeting at Piedmont Community College. **Staff was requested to pursue this change for the July meeting and to work with Mr. Jordan about a dinner location. Appropriate notice of the meeting to the public would be provided.**

Members requested that email communications, particularly from The Chronicle of Higher Education, continue to be sent to the Council. Dr. Cooley asked if the members would like to have a standing agenda item for current issues in higher education. **On motion by Ms. Marcus, seconded by Mr. Porterfield, the committee unanimously agreed to make this a standing agenda item.** Dr. Cooley suggested that Ms. Elizabeth Morgan from the Jack Kent Cooke Foundation be invited to talk about college access and Mr. Porterfield agreed. This 15-minute presentation should be added to the July agenda.

The following agenda was approved for July 2004:

STATE COUNCIL OF HIGHER EDUCATION FOR VIRGINIA
Monday, July 19, 2004

AGENDA

Executive Committee

5:00 p.m. – 5:45 p.m.

1. Approval of Agenda
2. Approval of Minutes (May 17, 2004) Tab E1
3. Approval of September 14, 2004 Agenda
4. Discussion of agency budget requests
for the 2005 session Tab E2
5. Discussion of HJ197 (Establishing an Institution
in South Central Virginia)

STATE COUNCIL OF HIGHER EDUCATION FOR VIRGINIA
Tuesday, July 20, 2004

AGENDA

Resources Committee

8:30 a.m. – 10:30 a.m.

1. Approval of Agenda
2. Approval of Minutes (May 18, 2004) Tab R1
3. Liaison Report
4. Action on Full Cost Report Tab R2
5. Discussion of Budget Amendments/Legislative
Initiatives for 2004-06 Biennium Tab R3
6. Discussion of Resources Agenda for Next Meeting

Academic Affairs Committee

8:30 a.m. – 10:30 a.m.

1. Approval of Agenda
2. Approval of Minutes (May 18, 2004) Tab A1
3. Liaison Report
4. Action on Programs at Public Institutions Tab A2
5. Action on Emergency Regulations Tab A3
6. Discussion of Exposure Draft on Impact of
Technology On College Campuses Tab A4
7. Report from State Committee on Transfer
8. Follow-up on Productivity Actions
9. Discussion of Academic Affairs Issues/Agenda
for next meeting

Outreach Committee

10:30 a.m. – 11:15 a.m.

1. Approval of Agenda
2. Approval of Minutes (January 20, 2004) Tab O1
3. Discussion of Outstanding Faculty Awards
4. Update on Status of Marketing Plan
5. Update on Communications Director Position
6. Discussion of Events for SCHEV's Ten-Year Anniversary in 2006
7. Discussion of Outreach Committee Issues/Agenda for next meeting

Council Meeting

11:30 a.m. – 2:00 p.m.

1. Approval of Agenda
2. Approval of Minutes (May 18, 2004) Tab 1
3. Acting Director's Report
4. Presentation by College President
5. Delegated Items by Director/Staff Tab 2
6. Public Comment Period
7. Current Issues in Higher Education
 - Presentation by Jack Kent Cooke Foundation
8. Report on ROIE 2004 and Core Competencies Tab 3
9. Review of Enrollment/Graduation Targets
10. Council Elections
11. Report from Executive Committee
12. Report from Resources Committee
13. Report from Academic Affairs Committee
14. Report from Outreach Committee

DISCUSSION OF COUNCIL MEETING TRAVEL SCHEDULE 2005

Dr. Cooley requested that the Council consider making modifications to the travel schedule for next year's meetings and Ms. Rung distributed several options for consideration. Mr. Dyke felt it was good to visit colleges and from a policy perspective, it would be imprudent to have all meetings in Richmond. When the 2005 schedule is developed, option 1 will be considered to allow for meetings to be held in Richmond in January, September, and October due to staff commitments during budget season.

Ms. Milliken asked about the possibility of having a joint meeting with the public and private presidents as well as Council members. Dr. Cooley will discuss it at the May presidents' meeting to see if the public presidents would be interested.

DISCUSSION OF POTENTIAL AGENCY BUDGET ITEMS

Discussion will be delayed until the final budget recommendations are received.

The meeting was adjourned at 5:40 p.m.

Carl N. Kelly
Chairman

Lee Ann Rung
Council Secretary

**STATE COUNCIL OF HIGHER EDUCATION FOR VIRGINIA
ACADEMIC AFFAIRS COMMITTEE
MAY 18, 2004
MINUTES NO. 18**

Ms. Milliken called the Academic Affairs Committee meeting to order at 8:00 a.m. in the John W. Elrod University Commons Building, Room 345, at Washington and Lee University, Lexington, Virginia. Council members present: Mimi Elrod, Carl Kelly, Christine Milliken (Chair). Staff present: Nancy Cooley, Darlene Derricott, Alan Edwards, Rick Patterson, Stephen Scott and Kimberly Waid.

APPROVAL OF AGENDA

Motion made and seconded to amend the agenda with one addition to discuss a proposed recommendation to Council for the Outstanding Faculty Awards. (Added as agenda item 5 – Discussion of Proposed Recommendation for Outstanding Faculty Awards). The committee unanimously approved the agenda as amended.

APPROVAL OF MINUTES

On a motion by Dr. Kelly and seconded by Dr. Elrod, the committee unanimously approved the minutes of March 16, 2004, as submitted.

LIAISON REPORT

Dr. Cooley informed the committee of the following Academic Affairs activities:

- Academic Affairs/Council Items. Updates on several items from Academic Affairs will be provided for the Full Council later today in the Acting Executive Director's Report. These include transfer, nursing, competencies, and GEAR-UP.
- Off-Campus Site. Virginia Tech will establish an off-campus site in Bombay, India, to be used in conjunction with its online Master of Information Technology program. This "partially-exempt" site does not require Council approval and has been added to SCHEV's site inventory.
- SREB Technology/Distance Learning Meeting. Darlene Derricott attended the SREB Professional Development & Learning Resources Task Group Meeting in Atlanta. Panelists provided information on professional development, e- and distance learning and the effectiveness of technology in the classroom for teachers and administrators. SREB will invite 16 states to participate in its

Shareable Content Object Repository for Education (SCORE) pilot program. (Currently, Maryland and Florida participate.)

- Proprietary Schools Advance Work. Rick Patterson led four regional meetings for about 70 participants to discuss draft emergency regulations for the proprietary school merger and institutional certification.
- Out of State Non-Profit Institutions Meeting. On May 14 SCHEV hosted an informational and organizational meeting for representatives from about a dozen out-of-state institutions that offer instruction in Virginia.
- Staffing Changes
 - Recruitment is in progress for 4 academic affairs positions—a senior associate, two positions associated with the postsecondary merger, and a one-year temporary to handle additional transfer duties assigned by the Governor and General Assembly.
 - SCHEV has awarded four part-time positions (P-14) to the following students for summer 2004: Michelle Dandridge, Tricia Lawson, Leigh Turner and Justin Upshaw. NOTE: Michelle and Tricia will graduate from VCU's College of Business next week!

Update on Emergency Regulations

Ms. Milliken asked staff to give an update on emergency regulations and Rick Patterson provided background information on HB 637 - Regulation of private, for-profit schools. The committee was informed of Mr. Patterson's recent regional meetings as well as the one change pertaining to degree granting institutions. Degree granting institutions must be accredited in three years as opposed to the two years initially stated in the first draft of the emergency regulations. Strong support was received in regards to institutional feedback for the change. Dr. Kelly and other committee members commended Mr. Patterson for a good job and Dr. Cooley publicly acknowledged that Mr. Patterson is to be commended not only for his extraordinary contributions to this very complex process but the effectiveness and efficiency demonstrated in this effort.

Discussion of Proposed Recommendation for Outstanding Faculty Awards

Ms. Milliken provided an overview of the Outstanding Faculty Awards and presented to the committee a proposed recommendation to add an additional award with the categorical concept "Effective Use of Technology in Learning." After a brief discussion and feedback, the committee agreed to forward the recommendation to Council.

Discussion of “Barriers to Timely Graduation” Survey Results

Dr. Kimberly Waid presented a quick snapshot of the survey results to the committee. The committee made several recommendations to staff, which included designing a more scientific survey and administering that survey, possibly changing the timeline from April to earlier in the year and allowing the members of the Student Advisory Committee (SAC) to assist in developing the survey. The committee asked staff to report on the timing and how the student survey would be accomplished at its July, 2004, meeting.

Panel Discussion of Technology (Distance Education)

Panelists for the discussion of educational technology and e-learning included the following:

John Milam, Managing Director and Partner, HigherEd.org, Inc.

Myk Garn, Senior Advisor on Distance Education, Kentucky Council on Postsecondary Education

Laura Fornash, Director, Virginia Tech Richmond Center

Russ Paden, Vice President of Academic Services, University of Phoenix Online

Ms. Milliken (Chair) provided a summary and overview of the Committee’s previous and ongoing discussions regarding the integration of technology into the educational process toward a goal of assisting public institutions to improve teaching and learning effectiveness while maintaining or improving administrative and/or financial efficiency. She indicated that the panel presentations and Committee discussions would conclude the first steps toward the preparation of an exposure draft on educational technology and e-learning. The chair emphasized that Dr. Alan Edwards has been charged in drafting the report.

The panelists informed the committee with PowerPoint presentations, which focused on such topics as costing models and data; increasing access while maintaining quality; web expectations; cost implications and drivers; distributive learning; course redesign; and faculty development. The panelists also recommended that collaborative efforts on educational technology, e-learning and distance education should include policy discussions, marketing (obtaining better data), effective communication (such as using a statewide listserv) and being an external advocate both at the state and federal level. Council members Bittle Porterfield and Alan Wurtzel joined the meeting during the second presentation and participated in the Committee’s concluding discussions. The committee thanked the panelists for sharing the information presented.

Dr. Kelly informed the committee of the excellent work demonstrated by Dr. Glenda Scales, while serving as director of the Commonwealth Graduate Engineering Program (CGEP), and offered Dr. Scales the opportunity to participate in drafting the

exposure report. The committee acknowledged her efforts on behalf of the CGEP program as exemplary.

The meeting adjourned at 10:45 a.m.

Christine Milliken
Chair

Lee Ann Rung
Council Secretary

**STATE COUNCIL OF HIGHER EDUCATION
COUNCIL MEETING
MAY 18, 2004
MINUTES NO. 493**

Dr. Carl Kelly called the Council meeting to order at 10:55 a.m. in the John W. Elrod University Commons Building, conference room 345 at Washington and Lee University in Lexington, Virginia. Council members present: James Dyke, Mimi Elrod, Carl Kelly, Karen Marcus, Christine Milliken, Bittle Porterfield, Alan Wurtzel. Staff present: Nancy Cooley, Stephen Scott, Lee Ann Rung

APPROVAL OF AGENDA

The agenda was approved as submitted.

APPROVAL OF MINUTES

The minutes of the March 16, 2004 meeting were unanimously approved as submitted.

INTRODUCTION

Dr. Kelly introduced Mr. James Dyke and welcomed him to the Council. Mr. Dyke is filling the remainder of Mr. Dan Balfour's term.

PRESENTATION FROM WASHINGTON AND LEE (W&L)

President Burish welcomed the Council and thanked Mr. Balfour for attending the meeting and for his service to the Council. He also thanked Dr. Elrod and recognized what she and her husband have done at Washington & Lee. The John Elrod Student Commons Building is named for him. Dr. Burish spoke about college access and mentioned that W&L is planning an undergraduate research conference in conjunction with VMI later this year. He feels American education's unique strength is its variety and diversity and said SCHEV has an obligation in Virginia to ensure that variety remains strong. Washington & Lee is willing to work with SCHEV in this effort.

He indicated that an institution could not be successful without a strong faculty and introduced Dr. George Bent, Associate Dean of the College of Art History at W&L. Dr. Bent discussed technology in the classroom and how it can be used in the humanities. Washington & Lee partnered with James Madison University for a digital image database. Dr. Bent demonstrated how this is used in his art classes and explained the advantages for instructors as well as students. Student grades

have accelerated using this technology and art history majors have tripled within the last few years.

DELEGATED ITEMS BY DIRECTOR/STAFF

Dr. Cooley reported on audit updates, certification updates, and the Eminent Scholars summary for 2004-05, which was based on the existing allocation formula that has been approved by staff. As required, the information is included as part of these minutes.

ACTING DIRECTOR'S REPORT

Governor's Senior Year initiative – At the Governor's request, SCHEV took the lead in the identification of a set of courses that high school seniors can take through dual enrollment, AP, or IB courses. On May 13, SCHEV proposed to the Governor a minimum of four courses that could be part of this initiative. At this meeting, the Governor thanked SCHEV staff for their leadership in this initiative. The Governor will meet with the Council of Presidents on May 24 to encourage them to continue these important efforts. Dr. Cooley also mentioned that similar conversations began with the private institutions at the Private College Advisory Board meeting on May 17. Mr. Wurtzel suggested that the courses be offered online, perhaps by a private provider and Dr. Cooley indicated that the Department of Education is exploring all of these options.

Advisory Council on the Future of Nursing – Drs. Cooley and Waid presented SCHEV's Strategic Plan & Recommendations Ensuring an Adequate Supply of Nurses in Virginia to the Advisory Council on the Future of Nursing on April 20. The plan was well received by the group.

Competency Forum – SCHEV convened its first competency forum for about 100 participants on April 16. Dr. Milliken provided opening remarks and Norfolk State University, George Mason University, and the College of William and Mary presented their competency assessment approaches and lessons learned during the phase-in of the Writing and Information Technology assessments. Reports of the roundtable discussions will be presented in July to the Academic Affairs Committee.

GEAR UP – Standards of Learning (SOL) test scores increased in 14 of the 16 high schools served by GEAR UP. Grants totaling more than \$250,000 to twelve of Virginia's public and private colleges and universities were awarded by GEAR UP to support summer campus experiences for 443 students.

Project Discovery – SCHEV is supporting the efforts of Project Discovery, an organization dedicated to helping at-risk students pursue a college education, by sponsoring two tables at a May 21 fund-raising dinner to honor outstanding graduating seniors and alumni, award scholarships, recognize outstanding supporters of the program, and recognize the program of the year. Dr. Kelly will join SCHEV staff for the event.

College Access Memberships – SCHEV has joined SREB’s College Access Campaign Alliance, which will allow us to extend our knowledge of effective outreach campaigns, ensure college access, share best practices, and expand the types of quality materials available. SREB has provided an \$8,000 match to offset our fees for a 2-year period. SCHEV has also joined the National College Access Network, which will provide resources and guidance as we work with the Jack Kent Cooke Foundation to establish the Virginia College Access Network.

Recruitment – Search committees have been established for the Finance Policy Director and Communications/Government Relations Director positions. A short list will be presented to the new executive director, who can make the final selection from that list or continue to review applications.

National Commission on Accountability in Higher Education Meeting – Dr. Stephen Scott attended this SHEEO-sponsored meeting in Washington, D.C. SCHEV provided written and oral testimony outlining accountability practices already in place in Virginia. This new commission will issue a report outlining the approaches to accountability that will help American higher education achieve national goals of greater educational attainment along with world-class research and service to the public.

AAHE National Learning to Change Conference – Dr. Cooley presented and participated in the 2004 AAHE Research Forum in San Diego. Participants assisted AAHE in determining which lines of technology-related research will benefit educational policy and practice in the coming year, and that information will be included in AAHE’s 2004 Research Agenda.

VCU – Dr. Cooley presented a session on SCHEV’s role and mission and the system of higher education at the Virginia Leadership Development Program held at VCU on May 14.

PRESENTATION ON ACADEMIC COMMON MARKET

Mr. Stephen Scott provided a presentation explaining the Academic Common Market (ACM), for which he is state coordinator. The ACM currently applies only to Bachelor, Masters and doctoral degrees. On a pilot basis, two-year degrees will be added through the SREB.

Dr. Scott’s presentation showed the top four “importer” and “exporter” states but indicated that staff has not yet researched the causes. Mr. Wurtzel indicated that he would like staff to find out the reasons since it would have policy implications. It would also be helpful to know if students remain in the location where they finish their education. Tennessee is a high importer state due to their recording industry program. It is important to learn why more Virginians find it necessary to leave the state. A question was raised about whether or not it would be possible to trade capacities with some of our programs that might have openings to create an exchange. Mr. Dyke suggested working with the private institutions to determine the

ramifications for them as well. Mr. Lambeth felt it would make sense for the private institutions to be involved in the referral exchange.

Dr. Scott requested feedback and support from the Council to establish a pilot initiative during 2004-05. After some discussion, it was decided that the pilot would likely not produce enough of an impact and since this was not currently one of SCHEV's strategic issues, the agency's limited resources should not be devoted to it at this time. However, Council suggested that a graduate intern might be able to do background research and assist with the ACM.

RECOGNITION OF DEPARTING COUNCIL MEMBERS

Dr. Kelly thanked the departing Council members for their service and read the resolutions. On motion by Mr. Porterfield and seconded by Mr. Dyke, the following resolutions were unanimously approved by the full Council:

WHEREAS, Karen Marcus has served as a dedicated member of the State Council of Higher Education for Virginia since 1998; and

WHEREAS, Ms. Marcus served as Vice Chair of the Council from 2001-2002 and from 2002-2003; and as Chair of the Outreach Committee from 1998 thru 2001; and

WHEREAS, Ms. Marcus has served as an active and enthusiastic member of the Council's Executive Committee and Resources Committee since 2003; and

WHEREAS, Ms. Marcus has maintained her commitment to the principle of ensuring that a college education remains affordable to all qualified Virginians and their families; and

WHEREAS, her unwavering commitment to enhancing Virginia's outstanding system of higher education has been evident through her support of SCHEV's Block Grant budget proposal for higher education and Institutional Performance Agreements, to help supply a vehicle for combining adequate and reliable funding and managerial flexibility with institution-specific performance standards and accountability; and

WHEREAS, Ms. Marcus' engaging personality and strong work ethic encouraged the Council to work together on its important priorities; and

WHEREAS, she will continue to work to ensure that Virginia is advanced through higher education and will serve as a valued and knowledgeable advisor to the Council as it continues its important work;

NOW, THEREFORE, BE IT RESOLVED, that the State Council of Higher Education for Virginia sincerely appreciates and thanks **Karen Marcus** for her distinguished service and commitment to advancing the well-being of higher education in Virginia, and extends to her best wishes for continued success in all future endeavors.

WHEREAS, Dan Balfour has served as a dedicated member, with notable distinction, of the State Council of Higher Education for Virginia from 2000 to 2004; and

WHEREAS, Mr. Balfour has demonstrated his unwavering commitment to enhancing Virginia's outstanding system of higher education through his leadership as the Chair of the Council's Resources Committee from 2003 to 2004; and

WHEREAS, his record of leadership and accomplishments in the legal profession and in community service benefited the Council in its public policy deliberations and recommendations to the Governor and the General Assembly; and

WHEREAS, Mr. Balfour's work on the Council was guided by his principles that quality academics are of the highest importance; and

WHEREAS, Mr. Balfour has been a consistent supporter of the Tuition Assistance Grant (TAG) program, emphasizing the importance of the program and its benefits to the Commonwealth; and

WHEREAS, his wide-ranging and successful background in law enabled Mr. Balfour to invigorate the Council's higher education decision-making processes and recommendations, and guided the Council during difficult financial times faced by the Commonwealth; and

WHEREAS, Mr. Balfour effectively worked to enhance an already robust and vigorous higher education system by recognizing and appreciating the distinctive missions of each public and private college and university in Virginia, while also striving to bring them together to address common systemwide challenges; and

WHEREAS, Mr. Balfour has worked diligently to ensure that a college education remains affordable to all qualified students; and

WHEREAS, Mr. Balfour will continue to work to ensure that Virginia is advanced through higher education and serve as a valued and knowledgeable advisor to the Council as it continues its important work;

NOW, THEREFORE, BE IT RESOLVED, that the State Council of Higher Education for Virginia sincerely appreciates and thanks **Dan Balfour** for his distinguished service and commitment to advancing the well-being of higher education in Virginia, and extends to him best wishes for continued success in all future endeavors.

WHEREAS, Cheri P. Yecke has served as a distinguished member of the State Council of Higher Education for Virginia since 2002; and

WHEREAS, Dr. Yecke further served the Commonwealth as Secretary of Education and Deputy Secretary of Education from 1998 to 2002; and

WHEREAS, Dr. Yecke demonstrated her strong leadership as the Chair of the Academic Affairs Committee from 2002 - 2003, particularly in drafting the revised policy and guidelines for program approvals, and the new policies and procedures for review of academic program viability; and

WHEREAS, her successful background as an educator enabled Dr. Yecke to contribute significantly to creating policies to ensure the affordability, accountability and accessibility of higher education in the Commonwealth; and

WHEREAS, Dr. Yecke played an integral role in the development of high academic standards for Virginia's schools while serving as a member of the Governor's Commission on Champion Schools; and

WHEREAS, Dr. Yecke has brought to the Council her knowledge and experience in the area of education reform and was instrumental in assisting the Commonwealth to establish nationally recognized reform initiatives; and

WHEREAS, Dr. Yecke provided assistance to the Academic Affairs Committee in revising the institutional approval process, particularly with regard to the emergency regulations and fee structure; and

WHEREAS, Dr. Yecke will serve as a valued and knowledgeable advisor to the Council as it continues its important work;

NOW, THEREFORE, BE IT RESOLVED, that the State Council of Higher Education for Virginia sincerely appreciates and thanks **Cheri P. Yecke** for her distinguished service and commitment to advancing the well-being of higher education in Virginia, and extends to her best wishes for continued success in all future endeavors.

Ms. Marcus thanked the Council and indicated that she has enjoyed her service as a Council member. She acknowledged Mr. Lambeth for his work with SCHEV during her six years on the Council.

Mr. Balfour thanked Mr. Lambeth for holding the meeting at W&L, which is his alma mater. He also encouraged Mr. Dyke to continue to support the private institutions as SCHEV continues its important work.

Dr. Yecke was not present but she sent her thanks to the Council via email. Dr. Kelly read the resolution for Dr. Yecke for the minutes.

REPORT FROM EXECUTIVE COMMITTEE

Dr. Kelly informed the Council that the Executive Committee approved the agency's operating plan based on the conference report from the General Assembly session, which has not been signed by the Governor. Staff will present the final report at the July Executive Committee meeting in the event there are any changes made by the Governor.

Mr. Jordan offered to host a dinner in Charlottesville the evening before the July meeting to welcome the newest members. Staff was asked to explore the possibility of changing the location of the July meeting to Piedmont Community College.

REPORT FROM RESOURCES COMMITTEE

Action on Utilization Study

Mr. Porterfield presented information on the Utilization Study. The Resources Committee requested that staff provide a briefing at the next meeting about where opportunities to increase utilization could reasonably be expected. Staff will also consider the impact on e-learning as the opportunities to increase utilization are explored. The following resolution was unanimously approved by the full Council:

BE IT RESOLVED that the State Council of Higher Education for Virginia approves the 2003 Space Utilization and Comparison Report and recommends that copies be forwarded to the Chairmen of the Senate Finance and House Appropriation Committees.

Action on Annual Commonwealth Graduate Engineering Program (CGEP)

Mr. Porterfield presented brief information and indicated that the committee heard a presentation by Dr. Glenda Scales on the Graduate Engineering Program. Dr. Kelly invited Dr. Scales to make comments to the Council and she thanked the Council for their support of the program and for building relationships and leveraging resources. Her successor, Dr. James Groves, was introduced but not present. Dr. Scales said she would be willing to assist with the exposure draft of the distance learning strategic plan.

Dr. Kelly said he is proud to be a part of the CGEP Advisory Board because the CGEP program has worked beyond the degree program to certificate programs. He also mentioned how difficult it is to have combined programs to assist the business community in meeting their needs. He suggested that the council invite the CGEP staff to a future meeting to share their insights. Dr. Wurtzel said he was impressed with the numbers of students in the program. The following resolution was unanimously approved by the full Council:

BE IT RESOLVED that the State Council of Higher Education for Virginia approves the 2004-05 Commonwealth Graduate Engineering Program

operating plans and recommends to the Governor that the appropriated funds be released to operate the program.

Mr. Porterfield said the committee also heard a report from Mr. Hix about the cost of textbooks that had been referred to SCHEV by a legislator. The committee asked Mr. Hix to forward the information he was able to gather and respond to the legislator.

Mr. Porterfield also reported that the Resources Committee received an update on the General Assembly budget actions for colleges and universities.

REPORT FROM ACADEMIC AFFAIRS COMMITTEE

Ms. Milliken informed the Council that there were no action items presented to the Academic Affairs Committee this month. The Committee received an update on emergency regulations, which will be submitted for approval in July. The committee also reviewed the results from the barriers to timely graduation survey by students. A panel discussion on technology (distance learning) was also presented to members of both the Academic Affairs Committee and Outreach Committee. The committee is following a work plan for the year and Ms. Milliken commended staff for their work in the areas identified in the plan. Ms. Milliken reported that the Academic Affairs Committee/Outreach Committee has recommended 12 Outstanding Faculty Awards (OFA) for this year – 10 traditional awards, 1 rising star, and 1 new category for faculty who enhanced technology to improve learning on campus. Staff will send a note to Ms. Miles, who chairs the OFA Committee, since this was a joint decision from the Academic Affairs/Outreach Committees.

The meeting was adjourned at 12:45 p.m.

Carl N. Kelly
Chairman

Lee Ann Rung
Council Secretary

Audit Updates March 16 - May 6, 2004

<i>Institution</i>	<i>Audit Actions</i>	<i>Institution Action</i>	<i>Next Action</i>
Rockwell University	Effective immediately, Rockwell University is placed on probation for a period of ninety (90) days, retroactive to February 13, 2004, and ending on May 12, 2004	Requests meeting to discuss, scheduled for May 10, 2004	13-May
	Rockwell University must execute a surety instrument in the amount of at least \$165,199 to cover the unearned tuition of its students	Requests meeting to discuss, scheduled for May 10, 2004	13-May
	Bring all instances of non-compliance with Virginia standards addressed in the <i>Report of Audit</i> , to full compliance within the probationary period	Requests meeting to discuss, scheduled for May 10, 2004	13-May
	Rockwell University shall remit to the Treasurer of Virginia, through SCHEV, a non-compliance fee of \$1,000 to cover the administrative costs associated with its non-compliance	Requests meeting to discuss, scheduled for May 10, 2004	13-May
University of Fairfax	The University of Fairfax must provide a surety instrument in the amount of \$125,120.00. The surety instrument must be received at SCHEV not later than 5 PM, Thursday, March 11, 2004	Amendment No. One to Letter of Credit 1064, issued in the amount of \$60,000 (Eagle Bank) - based upon additional information, fulfills the State Council of Higher Education for Virginia (SCHEV) requirement as indicated above.	Closed
	Effective immediately, Virginia International University has ninety (90) days to bring all instances of non-compliance with Virginia standards addressed in the <i>Report of Audit</i> , to full compliance, retroactive to February 14, 2004, and ending on May 13, 2004	Will forward a letter addressing non-compliance items on May 7, 2004	14-May
Virginia International University	Virginia International University must execute a surety instrument in the amount of at least \$168,000 to cover the unearned tuition of its students	Will forward a letter addressing non-compliance items on May 7, 2004	14-May

Certification Updates - March 16 - May 6, 2004

<i>Institution</i>	<i>Certification Actions</i>	<i>Certification Status</i>	<i>Certification Date</i>
Virginia College of Acupuncture and Oriental Medicine	Issued Certificate to Operate	In-State Unaccredited - (application pending from ACOM)	27-Apr

2004-05 Eminent Scholars Summary

Institutions	2003-04 Allocation	2004-05 Request	2004-05 Recommended Allocation	2004-05 Recommended Allocation As Percent Of Request
George Mason University	\$540,052	\$1,057,000	\$539,806	51%
Old Dominion University	\$285,604	\$382,711	\$285,474	75%
University of Virginia	\$2,934,799	\$15,078,912	\$2,933,590	19%
VA Commonwealth University	\$361,407	\$1,213,436	\$361,243	30%
Virginia Tech	\$602,129	\$2,128,495	\$601,854	28%
College of William and Mary	\$1,325,534	\$2,481,400	\$1,324,930	53%
Christopher Newport University	\$3,482	\$15,000	\$3,480	23%
UVA-Wise	\$2,283	\$5,700	\$2,282	40%
James Madison University	\$30,878	\$79,788	\$30,864	39%
Longwood University	\$8,298	\$36,848	\$8,295	23%
Mary Washington College	\$57,396	\$57,396	\$57,370	100%
Norfolk State University	\$30,002	\$80,000	\$29,989	37%
Radford University	\$44,585	\$44,584	\$44,565	100%
VA Military Institute	\$19,127	\$90,000	\$19,118	21%
VA State University	\$31,991	\$31,847	\$31,847	100%
VCCS-CVCC	\$0	\$11,500	\$2,238	19%
VCCS-JTCC	\$0	\$3,200	\$623	19%
Total	\$6,277,568	\$22,797,817	\$6,277,568	28%

**STATE COUNCIL OF HIGHER EDUCATION FOR VIRGINIA
RESOURCES COMMITTEE
MAY 18, 2004
MINUTES NO. 50**

Mr. Porterfield called the Resources Committee to order at 8:10 a.m. in the Chavis Board Room in the John W. Elrod University Commons building at Washington and Lee University, Lexington Virginia. Council members present: James Dyke, Karen Marcus, Bittle Porterfield, Alan Wurtzel; staff present: Dan Hix, Lee Ann Rung, Tom Shewan

APPROVAL OF AGENDA

The agenda was unanimously approved as distributed.

APPROVAL OF MINUTES

On motion by Ms. Marcus, seconded by Mr. Dyke, the minutes of the January 20, 2004 meeting were unanimously approved as submitted.

LIAISON REPORT

Mr. Hix provided follow-up information about the cost of textbooks in response to a request from Delegate Weatherholtz, which was referred to the Resources Committee at the March Council meeting. As evidenced by the information distributed, there are several efforts currently underway to address the issue. Mr. Hix offered to distribute the information to Del. Weatherholtz. Mr. Hix explained that the Virginia Community College System would also be coming out with a report in June about this issue. **On motion by Mr. Wurtzel, seconded by Mr. Dyke, staff was asked to refer the matter to the interim Executive Director to discuss with the college Presidents and ask that the student aid offices be encouraged to continue to find ways to keep the price of textbooks down.**

ACTION ON UTILIZATION STUDY

Mr. Hix reviewed the report and indicated that SCHEV is required by the General Assembly to produce a utilization study. Mr. Shewan reviewed the data in the study and answered questions from members. Mr. Porterfield requested that staff provide a briefing at the next meeting about where opportunities to increase utilization could reasonably be expected. A question was raised about whether there should be different guidelines for VCCS. Mr. Hix suggested that the guidelines should address the impact on distance learning. He answered questions about what other states

are doing and on motion by Ms. Marcus and seconded by Wurtzel, the following resolution was unanimously approved to be forwarded to the full Council:

BE IT RESOLVED that the State Council of Higher Education for Virginia approves the 2003 Space Utilization and Comparison Report and recommends that copies be forwarded to the Chairmen of the Senate Finance and House Appropriations Committee.

ACTION ON ANNUAL COMMONWEALTH GRADUATE ENGINEERING PROGRAM (CGEP)

Dr. Glenda Scales, CGEP Director, provided a brief overview of the program, indicating that enrollment has increased dramatically over the past five years. Dr. Scales informed the committee that the consortium has worked successfully and could be used as a model for others. She agreed to give the committee members a list of the CGEP advisory board members and informed the committee that Dr. Carl Kelly is a member of the advisory board. The CGEP website was also displayed and it was mentioned that it is hosted on the SCHEV website. Dr. James Groves was introduced to the committee. He will assume the CGEP state chair position on July 1. Dr. Scales was congratulated and thanked for doing such a fine job in getting the program established and running. Dr. Groves addressed the committee and said he wants to extend new program development to see if they can create a job curriculum that would be offered by all institutions. He further indicated that technology must be constantly considered and upgraded when necessary to ensure a quality product.

On motion by Ms. Marcus and seconded by Mr. Wurtzel the following resolution was unanimously approved to be forwarded to the full Council:

BE IT RESOLVED that the State Council of Higher Education for Virginia approves the 2004-05 Commonwealth Graduate Engineering Program operating plans and recommends to the Governor that the appropriated funds be released to operate the program.

UPDATE ON GENERAL ASSEMBLY BUDGET ACTIONS FOR COLLEGES AND UNIVERSITIES

Mr. Hix distributed the comparison of proposed incremental General Fund appropriations for the higher education 2004-06 operating budget and explained that the tuition and non-general fund report has not yet been received. He also reviewed the summary of 2004-06 capital and maintenance reserve legislative budget.

ITEMS FOR NEXT MEETING

The capital budget and full cost report will be included on the next agenda. Staff will also bring possible budget items for the short session for discussion in September and recommendations in October. Mr. Porterfield asked that Mr. Hix send the draft budget items to the members. It was mentioned that time may need to be added to the July Resources agenda to accommodate these discussions.

The meeting was adjourned at 9:25 a.m.

Bittle Porterfield
Chairman

Lee Ann Rung
Council Secretary