

April 4, 2007

TO: Provost's Council

FROM: Judith M. Bowman
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SUBJ: Provost's Council Agenda for Tuesday, April 10, 2007

The Provost's Council will meet on Tuesday, April 10 from 8:30-10:00 a.m. in the Board Room in Koch Hall. The following agenda items will be discussed.

1. Approval of the March 15 minutes (see attachment, p. 1-3)
2. Update on iTunesU
Rusty Waterfield and Grace Little
3. Virginia Beach Higher Education Center Policies
Renee Olander and Charles Wilson
4. Faculty Senate Issue 2006/7-5, Revisions to Procedures for Promotion and Tenure – review of changes from the last meeting and discussion of abstaining votes (see attachments, p. 4-19)
5. Faculty Senate Issue 2006/7-9, Composition of Tenure Committees: Date Change and Organization (see attachment, p. 20-22)
6. Faculty Workload Policy Recommendations (see attachments, p. 23-29)
Nancy Cooley
7. Graduate Assistant Grievance Procedure and Forms (see attachments, 30-36)
Phil Langlais
8. Other Business

PROVOST'S COUNCIL

April 10, 2007

Minutes

The Provost's Council met on Tuesday, April 10, 2007 from 8:30-10:00 a.m. in the Board Room in Koch Hall. Those present were Tom Isenhour (Chair), Nancy Bagranoff, Andrew Balas, Oktay Baysal, Nancy Cooley, Chandra de Silva, Bill Drewry, Bill Graves, Phil Langlais, Ginny O'Herron, Joe Rule, and Charles Wilson. The following agenda items were discussed.

1. The March 15 minutes were approved.
2. Update on iTunes U

Rusty Waterfield and Grace Little provided Council members a status report on the iTunes U pilot project and showed a demonstration of what is on ODU's public site regarding iTunes U (itunes.odu.edu). Next steps in the project are as follows:

- The pilot project will be announced to the campus.
- Technical implementation for authentication will be conducted.
- Desktop deployment will continue. (iTunes U has been installed in all general purpose labs so far.)

Several of the deans expressed interest in moving the project forward as fast as possible. Mr. Waterfield suggested that Council members look at other sites that host iTunes U.

3. Virginia Beach Higher Education Center Policies

Tom Isenhour discussed policy issues related to faculty teaching at the Virginia Beach Higher Education Center in order to ensure policies at Virginia Beach are consistent with policies on campus. The policy areas discussed were teach load, scheduling, and evaluation. Council members also discussed duration of assignment at the Virginia Beach Higher Education Center and the formation of an internal advisory council. Dr. Isenhour will make revisions as discussed and circulate a revised document on policies at the Virginia Beach Higher Education Center.

4. Faculty Senate Issue 2006/7-5, Revisions to Procedures for Promotion and Tenure

Council members discussed the final issue related to the recommendation to revise the procedures for promotion and tenure. The Council recommended at the last meeting that committees should report the number eligible to vote and the number that support promotion and/or tenure. The Faculty Senate feels

that abstentions should be allowed and that yes, no and abstaining votes should be reported. Dr. Isenhour consulted with the University Counsel to see if abstentions can be treated as no votes, but this is not the case in this situation. Abstentions are treated as no votes only in cases where a certain vote is required, such as a majority.

After discussion, Council members supported their original recommendation that committees should report the number eligible to vote and the number that support promotion and/or tenure. Several of the deans asked whether the policy revisions address committee members who may need to recuse themselves from voting on a particular candidate. Proposed wording to address recusals will be brought to the next meeting.

5. Faculty Senate Issue 2006/7-9, Composition of Tenure Committees

Council members discussed and approved the recommendation from the Faculty Senate to revise the policy on Composition of Tenure Committees. The revision changes the date for assembling the University committee from October 1 to September 1. The Council's recommendation will be forwarded to President Runte. Tom Isenhour and Bill Drewry will meet at a later time to discuss collapsing the Policy on Composition of Tenure Committees with the Policy on Tenure.

6. Faculty Workload Policy Recommendations

Nancy Cooley discussed the recommendations from the faculty workload committee for distance learning. The proposed changes are intended to simplify the current set of policies and procedures related to teaching distance learning classes in order to optimize faculty participation in high-quality distance learning, provide meaningful incentives for departments and colleges to develop and offer distance learning courses and programs, and provide rewards for successful participation.

Multiple policies, procedures and funding mechanisms will be streamlined into one comprehensive workload policy and a corresponding fiscal approach. Department chairs will have greater flexibility to grow enrollments in by taking specific departmental constraints into consideration when assigning faculty to teach distance learning courses and by providing a broader range of meaningful incentives for faculty participation. Agreement on appropriate course caps will ensure that enrollments in distance learning courses will not grow to levels that erode high-quality instruction and will motivate more faculty to participate in teaching at a distance. Finally, a revenue-sharing model will enable departments to generate new resources for one-time needs, such as funds for faculty travel and faculty start-up packages.

Chandra de Silva asked how the proposed model will impact interdisciplinary programs like the teacher preparation program in interdisciplinary studies. Council members agreed to review the recommendations for more discussion at the next meeting.

7. Graduate Assistant Grievance Procedures and Forms

Council members discussed and approved the recommendation from the Graduate Administrators Council (GAC) for a new policy on graduate assistant grievance procedures as well as a flow chart outlining the grievance procedure, a Graduate Assistant Responsibilities Agreement, a Graduate Assistant Performance Evaluation Form, a Graduate Assistant Grievance Form, and a Graduate Assistant Grievance Resolution Form. The Council's recommendation will be forwarded to the Faculty Senate for review.