

December 3, 2007

TO: Provost's Council

FROM: Judith M. Bowman
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SUBJ: Provost's Council Agenda for Thursday, December 6

The Provost's Council will meet on Thursday, December 6 from 10:00-11:45 a.m. in Education 118. The following agenda items will be discussed.

1. Approval of the November 13 minutes (see attachment, p. 1-2)
2. Policy on Distribution of Resources to Support Distance Learning and Policy on Workload and Compensation for Distance Learning Instruction – Final Review (see attachment, p. 3-12)
Nancy Cooley
3. Videostream Planning
Nancy Cooley
4. Performance Assessment Documents from the Harvard Alumni Seminar
Nancy Cooley (see separate attachment)
5. Academic Closure Policies (see attachment, p. 13)
Andrew Balas
6. Faculty Senate Issue 2007/8-2, Policy and Procedures Concerning Academic Rank and Promotion in Rank (see attachment, p. 14-22)
7. “Brand Posters” for the Colleges – 11:00 a.m.
Jennifer Mullen and Victoria Burke
8. Idea to Encourage Completion of On-line Course Evaluations
9. Faculty Senate Issue 2007/8-5, Policy on Emeritus Appointments (see attachment, p. 23-28)
10. Announcements
 - A. Guide to Enrollment to be discontinued as a publication

PROVOST'S COUNCIL
December 6, 2007
Minutes

The Provost's Council met on Thursday, December 6 from 10:00-11:30 a.m. in 118 Education Building. Those present were Tom Isenhour (Chair), Nancy Bagranoff, Andrew Balas, Oktay Baysal, David Branch, Nancy Cooley, Bill Drewry, Ann Pettingill, Chris Platsoucas, Charles Wilson, and Robert Wojtowicz. The following agenda items were discussed.

1. The November 13 minutes were approved.
2. Faculty Senate Issue 2005/6-21, Policy on Workload and Compensation for Televised Instruction

Members of the Provost's Council reviewed the final versions of the policy on Workload and Compensation for Distance Learning Instruction and the policy on Distribution of Resources to Support Distance Learning with the revisions recommended by the Council. The Council's recommendation will be forwarded to President Runte.

3. Videostream Planning

Nancy Cooley presented information on the distance learning students at sites that are closing. Fourteen of the displaced students have registered for a videostreamed course as of December 5, 2007. She also shared the data on overall enrollment in videostreamed courses, which is less than at this point last year. Dr. Cooley also shared information on the videostreaming expansion and upcoming workshops on videostreaming.

4. Performance Assessment Documents from the Harvard Alumni Seminar

Nancy Cooley shared a copy of the presentation on performance assessment by Michael F. Middaugh, Assistant Vice President for Institutional Research and Planning at the University of Delaware, at the Harvard Alumni Seminar. She recommended that Dr. Middaugh be invited to campus to discuss performance assessment and the Delaware Study, which looks at University indicators as a percentage of the national benchmark for research universities. Council members supported bringing Dr. Middaugh to campus. Tom Isenhour asked Nancy Bagranoff, Nancy Cooley, Oktay Baysal and Marty Sharpe to meet as a group to develop suggested performance measures for Old Dominion. Dr. Sharpe was asked to convene the group. The recommended measures will be discussed at a future Provost's Council meeting prior to the presentation by Dr. Middaugh.

5. **Academic Closure Policy**
Council members discussed the academic closure policy developed by Andrew Balas. The policy addresses pandemics, natural disasters, terrorist attacks, and other risks of mass casualties that could result in the cessation of educational activities and closure of the campus. Council members endorsed the policy with one revision. The policy will be forwarded to President Runte with the recommendation that it be reviewed by the Vice Presidents and the Faculty Senate. In particular, there are financial implications related to the closure of the campus and the possibility that students would be required to retake or complete courses without additional charge.

6. **Faculty Senate Issue 2007/8-2, Policy and Procedures Concerning Academic Rank and Promotion in Rank**

Council members discussed the recommendation from the Faculty Senate to revise the Policy and Procedures Concerning Academic Rank and Promotion in Rank. The first revision makes the department chair and department promotion and tenure committee responsible for providing an assessment of the quality of the publications for the faculty member being considered for promotion; Council members concurred with this recommendation. The second revision clarifies the policy by adding the statement that only full professors are eligible to vote on candidates for promotion to professor. Council members concurred with this revision but felt that an additional statement should be added to the policy to require that there be at least three full professors on the college committee so that there will be at least three members eligible to vote on candidates for full professor. The third revision provides clarification and consistency by adding the statement that copies of recommendations by all committees, chairs, deans and the provost shall be provided to the faculty member being considered for promotion and/or tenure within two weeks of the decision. Council members felt that the statement should be revised to state that copies of recommendations should be provided to the faculty member within two weeks of the submission of each recommendation.

The recommendation from the Faculty Senate and a document showing the additional revisions suggested by the Provost's Council will be forwarded to President Runte.

7. **Brand Posters**

Jennifer Mullen and Victoria Burke from Institutional Advancement and two individuals from Educational Marketing met with the Provost's Council to discuss the brand posters that are being developed for each college. The posters will focus on brand drivers and will be specific to each college. Individual meetings will be held with the deans to obtain feedback and input.

8. Ideas to Encourage Completion of On-line Course Evaluations
Council members discussed ideas to encourage more students to complete the on-line course evaluations. At Stanford, for example, students' grades are withheld for two weeks for those students who don't complete all of the evaluations. Tom Isenhour and Bill Drewry will put together a group consisting of a representative from the Faculty Senate, Student Senate and the deans to develop recommendations to encourage the completion of on-line course evaluations.

9. Federal Requirements on Chemical Inventory

Bob Fenning, Vice President for Administration and Finance, and Stephanie Woolf and Doug Alexander from the Office of Environmental Health and Safety met with the Council and distributed a briefing paper on chemical facility anti-terrorism security. A program has been developed by the Department of Homeland Security in order to identify areas where chemicals that could be used to produce chemical weapons, weapons of mass effect or explosive devices are stored, produced or used. All University departments will need to complete a chemical inventory by mid-February in order to comply with the March 9 deadline from the Department of Homeland Security. All departments will receive a letter from the Office of Environmental Health and Safety. In addition, a list of the chemicals we are required to inventory will be sent to Judy Bowman for distribution to the deans.

Bob Fenning informed Council members that site work will begin on the second research park building in January. They will build out space that will be available on a short-term basis until the building is complete.

10. Faculty Senate Issue 2007/8-5, Policy on Emeritus Appointments

This issue will be discussed at the next meeting.

11. Announcements

- A. Tom Isenhour announced that the Guide to Enrollment will be discontinued as a publication. The information will continue to be available on the web.