

March 7, 2008

TO: Provost's Council

FROM: Judith M. Bowman
Assistant Vice President for Undergraduate Studies

SUBJ: Provost's Council Agenda for Tuesday, March 11, 2008

The Provost's Council will meet on Tuesday, March 11 in the Board Room in Koch Hall. **Please note the meeting will be from 2:00-3:30 p.m. instead of our usual meeting time.** The following agenda items will be discussed.

1. Approval of the February 26 minutes (see attachment, p. 1-3)
2. Faculty Senate Issue 2007/8-5, Policy on Emeritus Appointments (see attachment, p. 4-9)
3. Faculty Senate Issue 2007/8-13, Student Disciplinary Policies and Procedures (see attachment, p. 10-22)
4. Faculty Senate Issue 2007/8-18, Student Opinion Survey of Web-Based Classes (see attachment, p. 23-25)
5. Summer School Offerings
6. Faculty Activity System
Marty Sharpe
7. Institutional Performance Standards (see attachment, p. 26-39)
Marty Sharpe
8. Evaluation of Deans

Agenda item for March 25 meeting: Emergence Preparedness. Please review college/department procedures prior to the meeting.

PROVOST'S COUNCIL
March 11, 2008
Minutes

The Provost's Council met on Tuesday, March 11, 2008 from 2:00-3:30 p.m. in the Board Room in Koch Hall. Those present were Carol Simpson (Chair), Nancy Bagranoff, Andrew Balas, Oktay Baysal, Ken Daley, Bill Graves, Brenda Lewis, Ginny O'Herron, Chris Platsoucas, Charles Wilson, and Robert Wojtowicz. The following agenda items were discussed.

1. The February 26 minutes were approved.
2. Faculty Senate Issue 2007/8-5, Policy on Emeritus Appointments

Council members discussed the recommendation from the Faculty Senate on revisions to the policy on emeritus appointments. Carol Simpson expressed concern about the award of emeritus status to senior lecturers and the award of administrator emeritus. The current policy allows administrators who hold faculty rank and tenure to be named emeritus. Council members felt that the proposed revisions contained detail that did not need to be included in the policy. They also felt that the nomination process recommended by the Senate should be revised so that the process could begin with either the department chair or the provost. Judy Bowman will draft a version of the policy with the changes recommended by Council members.

3. Faculty Senate Issue 2007/8-13, Student Disciplinary Policies and Procedures

Council members discussed the proposed revisions from the Faculty Senate on revisions to the student disciplinary policies and procedures. The revisions are intended to include faculty participation and broaden the scope of the policy to include disruptive behaviors. Council members made the following comments and suggestions for revision.

- Several issues were raised about the section added on disruptive behavior: the need to distinguish between disruptive behavior that is unintentional and behavior that is intentional or premeditated; the need to define classroom conduct; and whether disruptive behavior should be covered in a separate policy rather than incorporated in the student disciplinary policy.
- In the section added on the imposition of a grade sanction by the faculty member, concern was expressed about the process that was proposed. The Senate's recommendation is that a student who refuses to acknowledge the sanction can appeal to the department chair, whose decision is final. This does not provide enough levels of appeal. In the grade appeal policy, for example, the first level of appeal is the chair, and the chair's decision may be appealed to the dean.

- Council members suggested revisions to the section regarding the faculty member's attendance at formal disciplinary proceeding to allow the faculty member to have input but not to delay the proceeding when he or she is unavailable.
- Several concerns were expressed regarding the section proposed by the Senate on rights of the faculty member. Council members suggested the removal of the item allowing the faculty member to question witnesses (since the faculty member is a witness) and the item stating a faculty member may remain silent, feeling the statement is not needed.
- Council members recommended that the proposed changes be reviewed by general counsel to be sure there are no violations of FERPA.

Judy Bowman will draft a version of the policy with the changes recommended by Council members. The changes will be submitted to general counsel for review and also to Geneva Walker-Johnson.

4. Faculty Senate Issue 2007/8-18, Student Opinion Survey of Web-Based Courses

Council members discussed the recommendation from the Faculty Senate for short- and long-term changes to the student opinion survey to address televised, videostreamed, and web-based courses. Carol Simpson noted that Grace Little is working to implement the recommendation to modify the instructions to the effect that "Not Applicable" is the appropriate answer to questions that are clearly irrelevant to the class being evaluated and that the recommendation to make orientation sessions available to chairs regarding the evaluation of TELETECHNET courses can be implemented. The third short-term recommendation to color code and/or highlight a column identifier and to place the "Not Applicable" category first is not as easy to implement in the short-term. Ms. Little will investigate whether this change can take place during the current semester or afterward.

Council members concurred with the long-term recommendation that, as the University migrates to a new student opinion survey system and a new platform over the next two years, an ad hoc Senate committee be charged with developing a global solution to resolve issues related to nontraditional courses. Carol Simpson noted the need to look at how the surveys are administered and the questions that are asked. She also encouraged the use of other methods to evaluate teaching. Nancy Bagranoff will share the form used by her college for portfolio review. The deans expressed concern about the low number of evaluations that are submitted by students. The Council's recommendation regarding the Senate's proposal will be forwarded to President Runte.

5. Summer School Offerings

Carol Simpson encouraged the deans to think about courses and sections that could be added to the summer schedule for 2008 and 2009 in an effort to attract more students and increase enrollment. Bill Graves indicated we may be able to offer more content courses for teachers in the second half of summer, and Chris Platsoucas expects more offerings in math. Judy Bowman distributed an analysis of additional general education sections that could be offered in the summer. The deans asked about possible incentives to encourage faculty to teach during the second half of summer.

6. Faculty Activity System

Marty Sharpe distributed an implementation status report on the Faculty Activity System. She has met with most of the college representatives and created a faculty user template. She is in the process of developing change specifications for the database and online system and preparing faculty data from existing sources for upload into the system.

7. Institutional Performance Standards

Marty Sharpe discussed the Institutional Performance Standards, which are the administrative management measures used by SCHEV to annually assess and certify institutional performance. She distributed a summary list and noted that we are out of compliance on the measure on average retention and progress rates. Carol Simpson stressed the importance of continuing our efforts to retain students.

8. Evaluation of Deans

This issue will be discussed at the next meeting.