

February 5, 2009

TO: Provost's Council

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

SUBJ: Provost's Council Agenda for Tuesday, February 10, 2009

The Provost's Council will meet on Tuesday, February 10, 2009 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 January 27 minutes (see attachment, p. 1-2)
2. Strategic Planning Process Update (see attachment, p. 3-4)
3. Enrollment Projection Process  
Marty Sharpe
4. Faculty Senate Issue 2008/9-18, Proposal Regarding Selection and Completion of the Minor to Meet the Upper-Division General Education Requirement (see attachment, p. 5-6)
5. Health Insurance Coverage for Study Abroad
6. Archiving and Retention – 9:30 a.m.  
Grace Little

PROVOST'S COUNCIL  
February 10, 2009  
Minutes

The Provost's Council met on Tuesday, February 10 from 8:30-10:00 a.m. in the Board Room in Koch Hall. Those present were Carol Simpson (Chair), Ali Ardalán, Andrew Balas, Oktay Baysal, Paul Champagne, Chandra de Silva, Bill Graves, Phil Langlais, Grace Little, Ginny O'Herron, Rick Patterson, Chris Platsoucas, Marty Sharpe, and Zhao Yang. The following agenda items were discussed.

1. The January 27 minutes were approved.
2. Strategic Planning Process Update

Carol Simpson stated that the overall guidance for the strategic planning process can be found in the letter sent to those who have been asked to serve on committees. She noted that Marc Huckless from the ODU Police Department has been added to the committee on campus life, and Tom Osha has been added to the committee on community engagement. In addition, David Hager will be helping with the strategic planning process, and Jeff Richards has agreed to help with writing the final document. Dr. Simpson asked the deans to let her know if they note any gaps in the charge to the committees or committee membership.

Several of the deans felt that research was not emphasized enough in the overall guidance to committees and the individual committee charges, particularly the charge to the Strategic Plan Executive Task Force. They also questioned why the theme on bolstering the University's position as a major metropolitan institution was limited to the Southeastern United States. Bill Graves suggested an addition to the theme on enriching a student-centered culture on campus to include "within the context of a diverse and global community." Chandra de Silva suggested that the themes be phrased as questions rather than statements in an effort to solicit more reactions and input from those involved in the process. He also suggested that some of the statements in the charges to the committees be rephrased as questions. Oktay Baysal added that he hopes the tone of the strategic plan will be to aim high and think big.

Dr. Simpson stated that faculty members are well represented on the strategic planning committees, and the process will seek to engage faculty and obtain their input. Although the deans are not serving on committees, she noted that their input will be sought as the process evolves. The committee reports will be shared with the Provost's Council once they are drafted. The deans were asked to share college strategic plans with the executive task force if appropriate. They were also asked to share the charge to the various strategic planning committees with their faculty. Marty Sharpe noted that information on the strategic planning process, the charge to the committees, and the committee membership will be posted on a web page along with the committee reports when they are available. She also informed the deans that, except for budget information, all program review materials provided to the deans will be available on a secure web site

available to department chairs. Carol Simpson stated that we are at the midway point with the SACS reaccreditation process, and she hopes to identify QEPs from the work of the strategic planning committees.

### 3. Enrollment Projection Process

Zhao Yang, Institutional Research Manager, distributed information about the SCHEV biennial enrollment projection process. The goals of the activity are to (1) understand the enrollment objectives of Virginia's colleges and universities, (2) provide data and assist the legislative money committees in planning future budgets, and (3) evaluate where the Commonwealth is in meeting its citizens' demand for access to higher education. Narrative questions asked by SCHEV cover the areas of admission, transfers, programs, mission and growth, and institutional performance standards. Data on actual and projected enrollments from fall 2003-fall 2013 were included in the handout. Dr. Yang noted that the projections for future years are not realistic, and there will be an opportunity to revise these projections. Marty Sharpe stated that the projection data will be discussed at a future meeting in order to obtain feedback and input from the deans. The deans made the following comments and suggestions.

- Up to now, planning has been done without much consideration to how we insure the success of students who come to the University.
- An economic analysis is needed to show what happens when enrollment increases; at a certain point, it is not cost effective to continue to increase enrollment.
- The colleges and departments should be asked to identify the bottlenecks to student success.
- The enrollment projection process may provide an opportunity to explore different budgeting, such as responsibility-centered budgeting.

### 4. Faculty Senate Issue 2008/9-18, Proposal Regarding Selection and Completion of the Minor to Meet the Upper-Division General Education Requirement

Council members discussed and approved the recommendation from the Faculty Senate regarding completion of a minor to meet the upper-division general education requirement. The proposal would allow students who complete the course requirements for the minor but who do not attain a 2.00 grade point average in the minor to request that the course work be approved to meet the upper-division general education requirement. Students whose requests are approved will meet the upper-division requirement, but they will not receive the minor. The Council's recommendation will be forwarded to the President.

### 5. Health Insurance Coverage for Study Abroad

Council members discussed and approved the proposal from the Office of International Programs to establish a policy on international education abroad health insurance. The policy would require that all students, faculty, administrators and staff participating in international education abroad initiatives carry complete international health insurance

coverage for the duration of the program. The cost of the health insurance will be built into the fee paid by students for international education abroad. The proposed policy will be forwarded to the Faculty Senate for review. The Office of International Programs hopes the policy can be approved before spring break, since several international education abroad trips will take place during that time.

Council members also received a draft International Study Participation Agreement developed by the Office of International Programs. They were asked to review the document and direct any comments and suggestions to Steve Bell, Director of Study Abroad.

## 6. Archiving and Retention

Grace Little, Assistant Director in the Office of Computing and Communications Services, met with Council members to discuss archiving and retention of email. She emphasized that, beginning May 20, email not marked for retention will be automatically deleted. Archiving does not mean the emails will be kept; archived and non-archived messages are treated the same as far as retention is concerned and all are eligible for deletion beginning May 20.

Retention is set on the type of folder. Retention rules are based on the date of the message itself, not on the date the message was moved. Some retention rules are already in effect. Deleted Items are removed after three days, and Draft and Junk Mail are deleted after one month. Retention will be implemented on the rest of the system starting May 19 and will range from six months for the Inbox, to two years for Sent Mail and Calendars. The University has created “Managed Folders,” which allow users to keep messages for longer periods than the defaults; these allow users to keep messages as needed for 2, 3, 5 and 10 years, or for those rare cases – permanently. All members of the University are responsible for their email; individuals must go through their mail box and organize messages so those they need to save are not automatically deleted. They also need to familiarize themselves with the Library of Virginia’s Retention Schedule. Ms. Little expressed her willingness to come to college or department meetings to explain archiving and retention of email messages.

Andrew Balas suggested the development of guidelines for faculty regarding which emails to delete, which ones to retain, and how long emails should be retained. A committee, consisting of representatives from each college, the library, and distance learning, will be formed to develop the guidelines. Judy Bowman, Grace Little and Donna Meeks will work with the committee.