

March 5, 2009

TO: Provost's Council

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

The Provost's Council will meet on Tuesday, March 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 February 24 minutes (see attachment, p. 1-3)
2. Professional Conduct and Responsibility
Jay Wright
3. RCR Ethics Recommendations (see attachment, p. 4-9)
Phil Langlais and Adam Rubenstein
4. Videostreaming Policy Subcommittees Report, Related Documents and Draft Policies
(see attachments, p. 10-42)
Rick Patterson and M'Hammed Abdous
5. Strategic Planning Update
Marty Sharpe
6. Cross-Departmental Appointments as Infrastructural Structure Support for More
Interdisciplinary and Multi-University Projects (see attachments, p. 43-54)
Bill Graves
7. Announcements/Reminders
 - A. Termination of Leo Online Access When Employees Leave (see attachment, p. 55-56)

PROVOST'S COUNCIL
March 10, 2009
Minutes

The Provost's Council met on Tuesday, March 10, 2009 from 8:30-10:30 a.m. in the Board Room in Koch Hall. Those present were Carol Simpson (Chair), M'hammed Abdous, Osman Akan, Nancy Bagranoff, Andrew Balas, Nancy Cooley, Chandra de Silva, Bill Graves, Phil Langlais, Mike Overstreet, Rick Patterson, Ann Pettingill, Marty Sharpe, Adam Rubenstein, Charles Wilson, and Jay Wright. The following agenda items were discussed.

1. The February 24 minutes were approved.
2. Professional Conduct and Responsibility

Jay Wright met with Council members to discuss issues related to professional conduct and responsibility. He stressed the importance of reporting problems and instances of unprofessional conduct as soon as the dean or department chair becomes aware of an occurrence. Reporting the problem to the appropriate office, such as Equal Opportunity/Affirmative Action or University Counsel, relieves the burden and enables the University official to receive expert advice.

Mr. Wright reminded Council members that University faculty, staff and administrators can be sued at any time. In almost all cases, the individual will be represented by the Attorney General's Office. The key is that a good faith effort was made by the University and the conduct or action was not intentional. However, if an action by an individual was discriminatory and intentional, the individual will not be represented by the Attorney General's Office.

Carol Simpson asked the deans to make department chairs aware of this information.

3. RCR Ethics Recommendations

Phil Langlais and Adam Rubenstein discussed the recommendations for an institutional responsible conduct in research (RCR) training program. The recommendations have been reviewed by GAC, and discussions have been held in each of the colleges. The five major recommendations are as follows.

- All graduate students must complete the Collaborative Institutional Training Initiative (CITI) seven core RCR training modules.
- An adapted version of the "About Plagiarism" document will be included in all graduate syllabi, and all graduate students enrolled in Thesis and Dissertation courses will be required to complete the plagiarism training module used by Writing Tutorial Services.
- All investigators conducting human subjects research protocols as well as graduate students enrolled in Thesis and Dissertation projects involving

human subjects will be required to complete the CITI program for human subjects research.

- All investigators conducting animal subjects research protocols as well as all graduate students enrolled in Thesis and Dissertation projects involving animal subjects will be required to complete the LATA (Laboratory Animal Training Association) training program.
- The requirement of a written agreement between the student and the faculty chair of the student's thesis or dissertation committee will be added to the current University policies on Thesis Committees and Dissertation Committees.

As a result of the discussion, Dr. Langlais will make the following revisions to the recommendations.

- Add the requirement that the CITI core training modules must be completed in the first year of enrollment (recommendation 1)
- Update the "About Plagiarism" document (recommendation 2)
- Add the statement that faculty are encouraged to discuss the "About Plagiarism" document at the beginning of their courses (recommendation 2)
- Include the college dean as one of the offices to receive a copy of the agreement between the student and the faculty chair (recommendation 5)
- Add that the agreement should be reviewed as part of the student's annual evaluation and advising meeting (recommendation 5).

In addition, Dr. Langlais will work with Dean Graves to create training requirements that are better suited to students in licensure and teacher education programs in the College of Education.

The revisions will be sent to Council members for final review before the document is forwarded to the Faculty Senate.

4. Videostreaming Policy Subcommittees Report, Related Documents and Draft Policies

Rick Patterson and M'hammed Abdous described the videostreaming policy recommendations concerning faculty orientation training, student orientation and training, technical requirements, scheduling, access, and proctoring. Council members discussed each of the policy recommendations and suggested revisions.

Several questions arose about the recommendations concerning access. Those recommendations are that live videostreaming (VS) access would be available to students registered for a VS section of the course and archived VS access would be available to all students registered for any course section of a distance learning cross-listed course during the semester in which they are enrolled. Nancy Baganoff noted the concern of some faculty that access to archived VS classes will have a negative impact on attendance. She asked that those faculty members with concerns have an opportunity to discuss them.

The section of the videostreaming policy on access was tabled. Phil Langlais was asked to discuss the recommendations on access with GAC, and the deans were asked to

discuss the recommendations with department chairs. Rick Patterson and M'hammed Abdous were asked to revise the recommendations in the other five areas and develop a policy statement that can be forwarded to the Faculty Senate. The section on access will be added to the policy statement at a later date.

Nancy Cooley distributed information about students impacted by the closure of the Northern Virginia Higher Education Center. The information should be helpful to colleges and departments as they plan to serve these "siteless" students in summer 2009 and beyond.

5. Strategic Planning Update

Carol Simpson announced that the web page on strategic planning is available and contains information on the timeline, the strategic planning committees, committee membership, and minutes of committee meetings. A summary of the external SWOT analysis and the report from the Council of Graduate Schools will be added to the web page. She asked the deans to keep track of the strategic planning process and the items posted to the web page. She thanked them for their draft strategic plans and the templates on graduate programs. The college plans will be shared with the task force, and the deans agreed to have the plans posted on the web page.

Dr. Simpson noted three key pieces of the strategic plan for academic affairs: where does the research emphasis fit, how do we make sure our graduate programs are of the highest quality, and the role of distance learning and online delivery of programs. The deans recommended that an upcoming Provost's Council meeting be devoted to a discussion of strategic planning.

6. Cross-Departmental Appointments as Infrastructural Structure Support for More Interdisciplinary and Multi-University Projects

This issue will be discussed at a future meeting.

7. Announcements/Reminders

- A. A recommendation on discontinuance of LEO online web access for faculty ending University employment was included with the agenda for informational purposes. The recommendation has been approved by President Broderick and will be shared with the Faculty Senate.
- B. Bill Graves announced that the Board of Visitors will consider a reorganization of the College of Education at the April meeting. The proposed reorganization will create an additional department and allow the college to better align its academic programs.