

August 21, 2009

TO: Provost's Council

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

SUBJ: Provost's Council Agenda for Tuesday, August 25, 2009

The Provost's Council will meet on Tuesday, August 25 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 July 28 minutes (see attachment, p. 1-3)
2. SACS – Marty Smith Sharpe
 - a. Reaffirmation Schedule and Activities for 2009-10
 - b. SACS Process and Resources
 - c. Status of Current Substantive Change Issues
3. Preparations for Fall in Case of Hurricane and Pandemic Flu Outbreaks (see attachments, p. 4-9)
4. Payment for Faculty Advising of Undergraduates in the Summer – Charles Wilson
5. Payment for Faculty Advising Graduate Students in the Summer – Phil Langlais and Bill McMahon
6. Electronic Proposal Transmittal Form Schedule (see attachment, p. 10)
7. Ranks for Adjunct Faculty (see attachment, p. 11)
8. Annual Evaluation of Non-tenured Tenure-track Faculty in the Year that Pre-tenure Review has been Performed (Potential Faculty Senate Issue) (see attachment, p. 12)
9. Announcements/Reminders
 - A. Draft Policy on Disposition of Unclaimed or Abandoned Property (see attachment, p. 13-14)
 - B. Virginia's Outstanding Scientist of the Year Award (see attachment, p. 15-17)
 - C. Need to Reschedule the September 8 Provost's Council Meeting

Future Issues
IRPs – Tom Osha
Threat Assessment

PROVOST'S COUNCIL
August 25, 2009
Minutes

The Provost's Council met on Tuesday, August 25, 2009 from 8:30-10:00 a.m. in the Board Room in Koch Hall. Those present were Carol Simpson (Chair), Osman Akan, Nancy Bagranoff, Andrew Balas, Andy Casiello, Chandra De Silva, Bill Graves, Phil Langlais, Bill McMahon, Ann Pettingill, Worth Pickering, Chris Platsoucas, Marty Sharpe, and Charles Wilson. The following agenda items were discussed.

1. The July 28 minutes were approved.
2. SACS
 - a. Reaffirmation Schedule and Activities for 2009-10
 - b. SACS Process and Resources
 - c. Status of Current Substantive Change Issues

Marty Sharpe distributed several documents related to SACS reaffirmation. She reminded Council members that the leadership team needs to be established and asked them to forward names of people who might chair or serve on subcommittees and the Quality Enhancement Plan (QEP) Committee. Carol Simpson emphasized that this must be a faculty-led process; serving as chair of the Steering Committee and the Quality Enhancement Plan Committee will warrant release time. The QEP will be a University-wide plan that will focus on the improvement of student learning. We must demonstrate the effectiveness of the implementation of the QEP.

The material distributed included links to SACS resources: Principles of Accreditation – Foundations for Quality Enhancement, Handbook for Accreditation, Compliance Audit Compliance Certification Document, and the QEP Handbook. Dr. Simpson asked each Dean to assign someone from the Dean's Office to work with Dr. Sharpe and serve as the point person for the college. A timeline for the eight steps in the reaffirmation process was also distributed.

Dr. Sharpe noted that SACS has cited the University regarding the timely notification of SACS substantive changes. A Policy on Notification Regarding SACS Substantive Change has been drafted and was distributed to the Council. It will be forwarded to the President for approval and will go into effect on an interim basis until it can be reviewed and a recommendation made by the Policy Review Committee. Dr. Simpson called Council members' attention to page 4 of the draft policy that contains the types of substantive change and applicable SACS/COC Procedures. Under the new University policy, the deans will play a primary role in the identification and tracking of potential substantive changes and in reporting these substantive changes to the Provost and the SACS Accreditation Liaison (Dr. Sharpe).

Dr. Sharpe also noted that changes cannot be implemented prior to the time required for notification to SACS. Dr. Sharpe asked to be on the agenda for chairs' meetings in each

of the colleges to discuss the SACS reaffirmation process in general and the policy regarding substantive change notification.

3. Strategic Plan Update

Dr. Simpson informed Council members that the draft of the Strategic Plan is on the website and an electronic version will be forwarded to the group. The plan contains the responsible parties and measures but does not include the budget plan, which will be developed once information on budget reductions is received.

4. Preparations for Fall in Case of Hurricane and Pandemic Flu Outbreaks

Carol Simpson informed Council members that she will send a letter to faculty about recommendations from the Centers for Disease Control (CDC) regarding the H1N1 flu. Faculty may need to revise their usual policies on absences and late assignments. She will ask faculty to accept notification from Student Health Services as an acceptable indication that a student was sick and not insist on a more formal doctor's note. She will also ask faculty to have make-up examinations available for students who are genuinely sick at the time of the examination and to permit students to hand in late assignments without penalty if they have been sick. Dr. Simpson asked the Deans to emphasize this information with their faculty.

5. Payment for Faculty Advising of Undergraduates in the Summer

Charles Wilson informed Council members that a group from NACADA, the National Academic Advising Association, will come to campus in the fall to review how advising is conducted on our campus. One part of the advising process occurs at the Preview orientation sessions for new students. Currently, faculty advisors are paid \$50 per hour by Academic Affairs for advising at Preview. Faculty self-report the time spent advising at each Preview session, and both the time spent and the number of students advised vary per advisor. Dr. Wilson asked the Deans to give some thought to the advising conducted at Preview as we examine advising on the campus. Nancy Bagranoff suggested that all faculty who advise at Preview be paid for the amount of time allotted for advising; this would eliminate the need for self reporting of hours. Chandra de Silva noted that many faculty volunteer to advise in the summer and asked that we seek to compensate them as reasonably as possible.

6. Payment for Faculty Advising Graduate Students in the Summer

Bill McMahon described issues related to faculty advising graduate students in the summer. Historically, faculty have been paid for thesis and dissertation supervision in the summer, but they have not been paid for supervision of the research for theses and dissertations. However, there were a significant number of submissions for payment for research supervision this summer. There is not a University policy covering summer pay for research supervision. Carol Simpson noted that we need to determine how to handle this issue for summer 2010. She asked Phil Langlais to gather information, models and

best practices from other institutions along with the tuition dollars generated from theses, dissertations and research and the amount of tuition waivers. It may be necessary to form an ad hoc group to examine the issue in greater detail once the information gathered by Dr. Langlais is available.

7. Electronic Proposal Transmittal Form Schedule

The electronic proposal transmittal form schedule for submissions to ODURF was included with the agenda. Carol Simpson noted that the College of Sciences is serving as the pilot group for the new system. The goal is to go live with the new system on November 1. Information sessions and a demo to the University community will be held in October.

8. Ranks for Adjunct Faculty

Carol Simpson informed Council members of a request to award the rank of adjunct professor to a faculty member who retired at the rank of associate professor. Current policy does not allow this because an adjunct professor must meet the criteria demanded for a full professor in the department to which he or she is attached. She asked the Deans to ensure that their faculty understand the policy and the rank structure for adjunct faculty. Several of the Deans suggested that we need additional tracks and clearer definitions for adjunct faculty. This can be looked at in relation to affiliate, dual and courtesy appointments.

9. Annual Evaluation of Non-tenured Tenure-track Faculty in the Year that Pre-tenure Review has been Performed

Council members discussed a potential Faculty Senate issue recommending that the usual annual evaluation process be omitted in the year that pre-tenure review occurs. The Deans felt that both evaluations are needed. The pre-tenure review looks at the body of work for a three-year period. In addition, the annual evaluation is needed for salary increases.

10. Announcements/Reminders

- A. The draft Policy on Disposition of Unclaimed or Abandoned Property was shared with Council members for their information. The draft policy can be used as a working document for now. Carol Simpson asked the Deans to let her know of any changes or additions needed for the draft policy.
- B. Information and a nomination form for the Virginia Outstanding Scientist of the Year Award were included with the agenda. Carol Simpson reminded Council members to nominate individuals for the award.
- C. The September 8 meeting will be rescheduled.
- D. Nancy Bagranoff distributed the 2009-10 Speaker Series for the Executive in Residence Program.