

December 16, 2010

TO: Provost's Council

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

SUBJ: Provost's Council Agenda for Tuesday, December 21, 2010

The Provost's Council will meet on Tuesday, December 21, 2010 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 December 7 minutes (see attachment, p. 1-3)
2. Faculty Credentials and SACS Deadlines
Marty Sharpe and Sara Morris
3. Standard Faculty Web Pages – 9:00 a.m.
Marty Sharpe, Grace Little, Matt Sullivan and Jason Phenicie
4. New Course Evaluation System
Grace Little
5. Proposal to Implement Term Limits for Eminent Scholars (see attachment, p.
6. Voluntary Phased Retirement Program for Tenured Faculty (see attachment p.
7. Announcements
 - A. Provost's Mini-Retreat in January

PROVOST'S COUNCIL
December 21, 2010
Minutes

The Provost's Council met on Tuesday, December 21, 2010 from 8:30-10:00 a.m. in the Board Room in Koch Hall. Those present were Carol Simpson (Chair), Oktay Baysal, Andy Casiello, Chandra de Silva, Linda Irwin-DeVitis, Brenda Lewis, Grace Little, David Metzger, Sara Morris, Ginny O'Herron, Mike Overstreet, Marty Sharpe, Deanne Shuman, Matt Sullivan, Mary Swartz, Charles Wilson, and Gil Yochum. The following agenda items were discussed.

1. The December 7 minutes were approved.
2. Faculty Credentials and SACS Deadlines

Marty Sharpe and Sara Morris reported that the first review for faculty teaching in fall 2010 has been completed. Dr. Morris distributed information by college showing those faculty who have been cleared and those who have not. Missing or needed information for faculty who have not been cleared is indicated on the list, which will be sent electronically to the deans. The deans were asked to review the lists and to encourage chairs to submit the needed information.

Dr. Sharpe stated that she hopes to finalize the review for those teaching in the fall by January 15. Her staff will then begin to review faculty teaching in spring 2011. She asked the deans to ensure faculty are assigned to specific course sections as soon as possible so that the review for the spring can be completed by January 31. Dr. Sharpe also asked the deans to begin thinking about a long-term strategy to bring the colleges into compliance regarding faculty credentials.

3. Standard Faculty Web Pages Generated from FAS

Marty Sharpe asked for input on generating generic faculty web pages that would be produced from FAS data. The generic web pages would not preclude the possibility of more personalized web pages for faculty. Several of the deans supported the idea of generic faculty web pages; they noted that there is great variability now with faculty web pages and that some faculty do not have web pages at all.

Grace Little distributed the FAS content page and showed a demonstration page on what has been developed for the generic faculty web pages. She noted that a committee will make recommendations on what data from the FAS should and should not be included in the standard faculty web pages. Once these recommendations have been made, standard faculty web pages will be discussed again by the Provost's Council.

4. New Course Evaluation System

Grace Little informed Council members that the original plan was to replace the course evaluation system with a product from an outside vendor. However, these products did not meet our needs, and OCCS is developing the new system in house. It is hoped that the new course evaluation system will address some of the problems of the previous system, such as the relevance of the questions, low response rates, and when the reports are available to faculty.

Ms. Little showed the group a demonstration of the system that is being developed. Advantages of the new system are as follows.

- Questions can be added.
- Questions can vary by delivery mode
- Draft interim reports can be made available to faculty
- Faculty would see aggregate course data, not subsections such as those for distance learning courses.
- Students will be able to use mobile devices to complete the course evaluations.

Carol Simpson asked Council members to contact Ms. Little with questions or ideas. She also stated she would like to keep the list of questions relatively small. Ms. Little, Andy Casiello and M'Hammed Abdous are working on a draft of the questions to be asked on the course evaluations. The draft questions will be brought to the Provost's Council for review. Ms. Little noted that the questions need to be finalized no later than April 1 since the new system is planned for implementation in May for summer 2011 classes.

5. Proposal to Implement Term Limits for Eminent Scholars

This issue will be discussed at the next meeting.

6. Voluntary Phased Retirement Program for Tenured Faculty

This issue will be discussed at the next meeting.

7. Announcements

- A. Carol Simpson announced that a mini-retreat on policy issues such as sexual harassment and employment will be held on Tuesday, January 25. She noted that deans must attend; associate and assistant deans will also be invited.
- B. Carol Simpson asked the deans to save March 18 for an event to be held in an effort to boost enrollment at the Peninsula and Tri-Cities Centers.
- C. Carol Simpson reminded the deans to review faculty workload data. She will be reviewing workload data with each dean, and college budget submissions should be linked to faculty workload and department productivity.