

December 6, 2010

TO: Provost's Council

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

SUBJ: Provost's Council Agenda for Tuesday, December 7, 2010

1. Approval of the November 9, 2010 minutes (see attachment, p. 1-3)
2. Revised Course Numbering Policy Recommendation from GAC (see attachment, p. 4)
Brenda Lewis
3. Proposed Revisions to the Policy on Self-Supporting Research Positions (see attachment, p. 5)
4. Proposed Revisions to the Guidelines for Service as a Principal Investigator (see attachment, p. 6)
5. Proposed Revisions from the Faculty Senate to the Policy on Eminent Scholars (see attachment, p. 7-14)
6. Review of Course Evaluation Questions (see attachment, p. 15-25)
7. Continuation of Discussion on Faculty Workload and Input from the Deans on the Review of the Workload Data
8. Announcements
 - A. December 18 Commencement (see attachment, p. 26)

PROVOST'S COUNCIL

December 7, 2010
Minutes

The Provost's Council met on Tuesday, December 7, 2010 from 8:30-10:00 a.m. in the Board Room in Koch Hall. Those present were Carol Simpson (Chair), Oktay Baysal, Rob Curry, Chandra de Silva, Linda Irwin-DeVitis, Brenda Lewis, Ginny O'Herron, Chris Platsoucas, Deanne Shuman, Charles Wilson, and Gil Yochum. The following agenda items were discussed.

9. The November 9, 2010 minutes were approved. It was noted that the item on Standard Faculty Web Pages, originally scheduled for December 7, will be discussed in January.

10. Revised Course Numbering Policy Recommendation from GAC

Brenda Lewis presented the recommendation from GAC to revise the policy on graduate course numbering. The purpose of the revision is to clarify the differences between 400- and 500-level courses as well as 700- and 800-level courses. Policy information on the continuous enrollment requirement and the minimum level of course work required for master's and doctoral degrees was added to the policy for informational purposes.

Council members asked whether 700-level offerings should be restricted to master's students and 800-level offerings to doctoral students and, if so, whether this can be accomplished in Banner. Dr. Lewis will check with the Registrar's Office and let Council members know. Oktay Baysal recommended that we consider whether to change the minimum requirement of completion of three-fifths of course work at specified course levels to "a majority of the course work." Dr. Lewis indicated that the overall recommendation on graduate course numbering is under consideration by the Faculty Senate; she will forward the suggestion to review the minimum three-fifths requirement to Kurt Gaubatz, Committee C chair. She will also look at the minimum requirement at other institutions.

11. Proposed Revisions to the Policy on Self-Supporting Research Positions

Council members discussed and approved the recommendation from Vice President Mohammad Karim to revise the Policy on Self-Supporting Research Positions (SSRPs). The revisions make provisions for SSRPs in units outside of Academic Affairs.

The proposed revisions were originally forwarded to the Faculty Senate in 2008. However, the Senate did not complete its review of the recommendation because they felt SSRPs were covered in the revised Policy on Intellectual Property, and the issue was terminated. Dr. Karim feels that the policy and the suggested revisions are still needed.

The Council's recommendation will be forwarded to the Faculty Senate for reconsideration.

12. Proposed Revisions to the Guidelines for Service as a Principal Investigator

Council members discussed and approved the recommendation from Mohammad Karim to revise the policy on Qualifications for Service as a Principal Investigator (PI). The revisions allow doctoral students to apply for fellowship grants from outside agencies and make provisions for PIs in units outside of Academic Affairs.

The proposed revisions were originally forwarded to the Faculty Senate in 2008. However, the Senate did not complete its review of the recommendation because they felt the topic was covered in the revised Policy on Intellectual Property, and the issue was terminated. Dr. Karim feels that the policy and the suggested revisions are still needed.

The Council's recommendation will be forwarded to the Faculty Senate for reconsideration.

13. Proposed Revisions from the Faculty Senate to the Policy on Eminent Scholars

Council members discussed the recommendation from the Faculty Senate to revise the Policy on Eminent Scholars. The recommendation differs slightly from the revisions proposed originally by the Provost's Council. The main change from the Senate is their recommendation that, in cases where the department chair is the nominee, the evaluation should be conducted by the chair of the College promotion and tenure committee, not the associate dean as recommended by the Council. In addition, the Senate recommends reformatting the policy in an effort to make the process clearer.

Council members approved the recommendation from the Senate with one additional revision, which is to add a statement for cases when there are fewer than three or no tenured faculty in the department. Judy Bowman will add the statement and confirm with Paul Champagne whether the policy revisions should be reviewed again by the Senate. Following confirmation, the Council's recommendation will be forwarded to President Broderick.

Carol Simpson noted that there are a limited number of eminent scholar positions and all are currently filled. There will be no additional eminent scholars this year, and two positions will be added in 2011-12. She asked the Deans to think about whether there should be term limits for eminent scholars. This topic will be discussed at the next meeting.

14. Review of Course Evaluation Questions

Carol Simpson stated that OCCS and Student Affairs are working to increase the response rate for the student opinion questionnaires (course evaluations). Council members reviewed the questions asked on the questionnaires. There are 10 standard questions, and colleges have the option of adding up to five additional questions to the instrument. Council members suggested modifications to questions 5 and 6 to make them more relevant to distance learning courses. They also asked whether a question should be added about the technology used in the class and whether it worked effectively.

Carol Simpson asked the Deans to review the additional questions asked in their College to determine if changes are needed. She also asked Rob Curry to consult with M'Hammed Abdous for his suggestions on how to revise the questions to take into account different types of instruction and delivery mode. This issue will be discussed again in January.

15. Continuation of Discussion on Faculty Workload and Input from the Deans on the Review of the Workload Data

Carol Simpson thanked the Deans for discussing faculty workload issues in their Colleges. The goal is to develop general workload guidelines that cut across Colleges in the spring followed by more specific guidelines. Gil Yochum asked for a copy of the SCHEV guidelines for state-sponsored research.

16. Announcements

- B. Carol Simpson reminded Council members that Commencement will be held on December 18. She asked the Deans to encourage their faculty to attend.
- C. Carol Simpson reminded the Deans that candidates for full professor must be evaluated by full professors and not by associate professors.