

August 4, 2011

TO: Provost's Council

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

SUBJ: Provost's Council Agenda for Tuesday, August 9, 2011

The Provost's Council will meet on Tuesday, August 9 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 May 24 minutes (see attachment, p. 1-3)
2. Approval of the minutes from the Provost's Council Retreat on July 12 (see attachment, p. 4-11)
3. Learning Management System Evaluation and Pilot – Rusty Waterfield
4. CourseLeaf Catalog Management System (see attachment, p. 12) – Mary Swartz
5. Use of Percent Deviation Statistics in Reporting Student Opinion Survey Data
6. Board of Visitors Dashboards
7. Proposed Revisions to the Policy on Summer Research Fellowships (see attachment, p. 13)
8. Tenure Process and Reviewers and Other Reminders about the Tenure Process (see attachment, p. 14)
9. Announcements
  - A. Reminder: There is a University Policy (3506) and an OCCS standard (10.7.2 Electronic Mass Mailing) that address appropriate use of University email. As contained in the policy and the standard, mass emails should be used only for legitimate University administrative purposes.
  - B. Update on Searches in Academic Affairs
  - C. The President's State of the University Address will be held on Tuesday, August 23.
  - D. New Faculty Orientation and the Welcome Back Picnic will be held on Thursday, August 25.
  - E. Freshman Convocation will be held on Sunday, August 28.

PROVOST'S COUNCIL  
August 9, 2011  
Minutes

The Provost's Council met on Tuesday, August 9 from 8:30-10:00 a.m. in the Board Room in Koch Hall. Those present were Carol Simpson (Chair), M'Hammed Abdous, Oktay Baysal, Chandra de Silva, Heather Huling, Sharon Judge, Gwen Lee-Thomas, David Metzger, Shelley Mishoe, Ginny O'Herron, Renee Olander, Mary Swartz, Rusty Waterfield, Charles Wilson, and Gil Yochum. The following agenda items were discussed.

1. The May 24 minutes were approved with one amendment.
2. The minutes from the Provost's Council Retreat on July 12 were approved with several amendments.
3. Learning Management System Evaluation and Pilot

Rusty Waterfield discussed the planned transition of the University's standard Learning Management System from Blackboard to Moodle. OCCS and CLT let a faculty review and evaluation of open-source Learning Management Systems and compared them with Blackboard's version 8. The review and evaluation included the following criteria.

- Evaluation by faculty of current functionality
- Evaluation of product strategy and functionality aligning with University goals
- Evaluation of long-term viability of product strategy and campus support services

The distinguishing factor in selecting Moodle is CLT's evaluation of product strategy. Moodle aligns pedagogy, teaching modes, and learning styles with goals of the institution.

Mr. Waterfield anticipates that the migration from Blackboard to Moodle will begin in late spring and summer 2012 and be completed in spring 2013. Workshops and training for faculty will be developed. Carol Simpson suggested open forums and announcements to faculty, meeting with the Faculty Senate Executive Committee to inform them and seek input, and either a demonstration of the product for Provost's Council members, associate deans and department chairs or sessions/demonstrations with the Chairs Council in each college. Mr. Waterfield will let the Deans know which faculty from their college participated in the pilot.

4. CourseLeaf Catalog Management System

Mary Swartz described the CourseLeaf Catalog Management System, which will provide Catalog editors and end users an on-line process for updating the undergraduate and graduate catalogs. CourseLeaf provides the ability to improve coordination and collaboration through work flow processes that identify specific individuals with specific

responsibilities including final approval. The product will be a “true” on-line catalog, easily searchable, with hyperlinks and validated course information directly from Banner and will no longer be a PDF document. Program requirements can easily be displayed in a table format and link directly to individual course information and course descriptions.

Training on the use of CourseLeaf is planned for October 12-14. All users must be trained in advance of gaining access to the CourseLeaf software. This includes support staff in each academic department who may be responsible for keyboard entry of new course information or other updates to the catalog. The Deans were asked to inform department chairs of the use of CourseLeaf and to reinforce the required training.

#### 5. Use of Percent Deviation Statistics in Reporting Student Opinion Survey Data

Carol Simpson informed the Deans that Grace Little found an error in the way course evaluation data are reported. Specifically, the college mean did not have the proper conversion. In addition, Dr. Simpson noticed that the college mean seems to be high.

Ms. Little will send a letter to the Deans explaining the error. Once the letter is received, Dr. Simpson asked the Deans to review the numbers for college mean to determine if they seem correct or too high. She also asked them to think about the best way to use the student opinion survey data and how the data can be used in comparisons across colleges or departments

#### 6. Board of Visitors Dashboards

Carol Simpson showed Council members the dashboard data related to Academic Affairs that are provided to the Board of Visitors. The categories of data are student demographics, college and major registration data, retention and graduation rates, degrees awarded overall and in high need areas, and faculty and support staff demographics. She stressed the need to raise the graduation rate above 50%. Dr. Simpson will send updated data when available in the fall and asked the Deans to let her know if they would like to receive any other data.

#### 7. Proposed Revisions to the Policy on Summer Research Fellowships

Judy Bowman explained the proposed revisions to the policy on Summer Research Fellowships. Some of the changes were approved previously by the Council and other changes were made as a result of questions from the discussion at a previous Provost’s Council meeting. She will confirm the origin of the proposed change in item C.3. about funding for travel to conferences to present research. Once that is clarified, the proposed changes will be sent to the Faculty Senate to make them aware of the additional revisions.

#### 8. Tenure Process and Reviewers and Other Reminders about the Tenure Process

Carol Simpson reminded the Deans that the external reviewers should be identified for all tenure candidates, and department chairs should be asking for the review letters. She

noted there must be four letters without any conflicts of interest, and there must be consultation between the candidate and the chair on potential external reviewers.

Dr. Simpson asked Council members to review the proposed change to the tenure and promotion policies for discussion at the next meeting. The proposed revision would add the following statement to the tenure and promotion policies.

The chair will consult with the dean and the provost and vice president for academic affairs on the list of reviewers chosen prior to initiating the review process.

9. Announcements

- A. Council members were reminded that there is a University Policy (3506) and an OCCS standard (10.7.2 Electronic Mass Mailing) that address appropriate use of University email. As contained in the policy and the standard, mass emails should be used only for legitimate University administrative purposes.
- B. Carol Simpson announced that we were not able to reach agreement with two of the candidates for Vice Provost for Faculty and Program Development. She is considering an internal search to fill the position and asked the Deans to let her know of potential candidates.
- C. The President's State of the University Address will be held on Tuesday, August 23.
- D. New Faculty Orientation and the Welcome Back Picnic will be held on Thursday, August 25.
- E. Freshman Convocation will be held on Sunday, August 28.