

February 21, 2007

TO: Provost's Council

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

SUBJ: Provost's Council Agenda for Tuesday, February 27, 2007

The Provost's Council will meet from 8:30-10:00 a.m. in the Board Room in Koch Hall on Tuesday, February 27. The following agenda items will be discussed.

1. Approval of the February 13 minutes (see attachment, p. 1-3)
2. Telecommuting Policy (see attachment, p. 4-7)
3. Graduate Assistant Grievance Procedures (see attachments, p. 8-10)

Phil Langlais

4. Foundations of Excellence Self-Study and Draft Philosophy Statement for the First Year of College (see attachments, p. 11-14)

Charles Wilson and Chandra de Silva

5. Status Report on the Faculty Workload Committee

Nancy Cooley

6. Other Business

PROVOST'S COUNCIL  
February 27, 2007  
Minutes

The Provost's Council met on Tuesday, February 27 from 8:30-9:30 a.m. in the Board Room in Koch Hall. Those present were Tom Isenhour, Osman Akan, Nancy Bagranoff, Andrew Balas, David Branch, Nancy Cooley, Chandra de Silva, Bill Drewry, Phil Langlais, Ginny O'Herron, Joe Rule, and Charles Wilson. The following agenda items were discussed.

1. The February 13 minutes were approved.

2. Telecommuting Policy

Council members discussed the University's Telecommuting Policy. They endorsed the policy and suggested the addition of language allowing for the possibility of temporary or short-term implementation of the policy to deal with situations such as a pandemic. The Council's recommendation will be forwarded to President Runte.

3. Graduate Assistant Grievance Procedures

Phil Langlais discussed the recommendation from the Graduate Administrators Council (GAC) for a new policy on graduate assistant grievance procedures. Currently, there are no written procedures to guide graduate assistants when they feel that the responsibilities, hours or the nature of their assistantships do not conform to university graduate catalog policies. In addition, the graduate catalog states that graduate assistants are to be evaluated, in writing, each semester. However, for many students, this evaluation is not conducted or is not recorded or made available to GPDs. To address these issues, GAC recommended a grievance procedure for graduate assistants, a graduate assistant responsibilities agreement, and a graduate assistant performance evaluation form.

Council members suggested that the grievance procedure be revised to address the procedure to be used for graduate assistants who work in a unit other than their academic department and that a form for the grievance process be developed. Dr. Langlais will revise the language, develop the form and a flow chart, and bring the revisions to a future meeting.

4. Foundations of Excellence Self-Study and Draft Philosophy Statement for the First Year of College

Charles Wilson provided an update on the work of the committees involved in the Foundations of Excellence Self-Study. The end result of the self-study will be a unified report, including all committee reports, and action items for

the first-year experience. The foundation of the project is the Philosophy Committee, chaired by Jim Calliotte and Chandra de Silva. Dr. de Silva asked for input from Council members on the draft philosophy statement and goals. The following suggestions were made: make ethics and integrity more prominent, review individual college goals for possible inclusion, and include the appreciation of science, research and research discoveries.

5. Status Report on the Faculty Workload Committee

Nancy Cooley provided a status report on the faculty workload committee. The committee is working on consolidating all policies related to teaching at a distance and the resources that support these policies into one comprehensive policy statement. The committee is also looking at establishing enrollment caps for off-campus classes. Dr. Cooley asked for the deans' input on returning resources to the units. The deans felt that resources should be returned to the department and to the dean's office. It was noted that the dean's office incurs expenses in the delivery of distance learning courses, and resources returned to the dean's office could be used to begin new projects, staff courses that are under the enrollment cap, and fund graduate assistants.

6. Other Business

A. Chandra de Silva announced that the Senior Scholar Lecture on February 28 will be given by Adolphus Hailstork on classical music in today's world. Charles Wilson will be honored before the lecture.