

May 3, 2007

TO: Provost's Council

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

SUBJ: Provost's Council Agenda for Tuesday, May 8, 2007

The Provost's Council will meet on Tuesday, May 8 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 April 24 minutes (see attachment, p. 1-2)
2. Process for On-line Grade Changes
Mary Swartz
3. Book Donations to Virginia Social Ventures (see attachment, p. 3)
Chandra de Silva
4. Annual Faculty Information Sheet/Report from the College of Arts and Letters and the College of Engineering and Technology (see attachments, p. 4-14)
Chandra de Silva
5. Allocation of Stipends and Waivers for Graduate Students
Phil Langlais
6. Other Business

PROVOST'S COUNCIL
May 8, 2007
Minutes

The Provost's Council met on Tuesday, May 8, 2007 from 8:30-9:30 a.m. in the Board Room in Koch Hall. Those present were Tom Isenhour (Chair), Osman Akan, Nancy Bagranoff, Andrew Balas, Oktay Baysal, Nancy Cooley, Chandra de Silva, Bill Drewry, Bill Graves, Phil Langlais, Ginny O'Herron, Joe Rule, and Charles Wilson. The following agenda items were discussed.

1. The April 24 minutes were approved.
2. Process for On-line Grade Changes

Mary Swartz demonstrated the on-line system that has been developed to process grade changes under certain conditions. In the on-line system, the instructor of record can process grade changes on-line as long as the grade to be changed is not older than two semesters. A reason for the change of grade must be provided. Grades of W and WF cannot be changed on-line.

The department chair will receive an e-mail notification of grade changes and will be asked to verify that the change is approved. The grade change policy says that grade changes must be approved by the department chair. Under the on-line system, however, the grade is changed in Banner before the e-mail notification to the chair. Tom Isenhour asked whether Council members wanted to change the on-line process or the policy. After discussion, Council members agreed that the policy should be changed to reflect the on-line procedure. Dr. Isenhour and Bill Drewry will work together to draft the policy change. The deans asked for a summary report of grade changes for their college at the end of each semester. Summary reports will also be available to department chairs. Ms. Swartz will work with OCCS so that the on-line procedure can be available by the end of May.

3. Book Donations to Virginia Social Ventures

Chandra de Silva discussed book donations to Virginia Social Ventures, a charitable organization that operates as a nonprofit business. Faculty in Arts and Letters recently had the opportunity to donate scholarly books and textbooks to the organization. The donated books provide real-world training opportunities for the "hard to employ," those who have been homeless, have histories of substance abuse, incarceration, or come from very low income backgrounds and have had difficulty finding and keeping a job. In addition, through the sale of donated books on the internet, Virginia Social Ventures generates enough income to pay for the costs of training its clients and seeing that they are placed in above average wage jobs with benefits. Dr. de Silva

will send additional information about Virginia Social Ventures to the deans in case they and their faculty want to participate.

4. Annual Faculty Information Sheet/Report from the College of Arts and Letters and the College of Engineering and Technology

The annual faculty information sheet and report from the College of Arts and Letters and the College of Engineering and Technology were included with the agenda for the deans' information. This topic will be discussed again when an on-line faculty database is developed.

5. Allocation of Stipends and Waivers for Graduate Students

Phil Langlais shared the following summary data related to graduate students with the Council: degrees awarded history, financial support history, headcount enrollment, and state-funded assistantships. In keeping with the strategic plan, he asked the deans to develop and begin to implement a plan by the end of summer 2007 to accomplish the following.

- a. increase the number of full-time doctoral/terminal degree students;
- b. decrease the time to complete Ph.D. degrees and increase the number of dissertations published in peer reviewed journals and venues; and
- c. reallocate existing state funds so that a greater proportion of state stipends and tuition waivers is given to full-time doctoral/terminal degree students and the number of competitive, full package offers (stipends and full tuition) is increased.

The deans will receive a breakdown of assistantships showing those funded by the college and those funded outside the college. In addition, the summary data will be forwarded electronically.

6. Other Business

- A. Chandra de Silva asked that the following topics be considered for discussion at the President's Cabinet retreat: resources for faculty development and making maximum use of the opportunities for students. Strengthening opportunities for students could include additional marketing for the Honors College and providing some support for undergraduate and graduate students who present at conferences.
- B. Tom Isenhour asked for any suggestions on mid-course additions to the University's strategic plan.
- C. Oktay Baysal distributed a flier on the HRQMC Best Practices Workshop held at Old Dominion University on May 8. The workshop was co-sponsored by ODU's Lean Institute and the Naval Sea Systems Command (NAVSEA).

D. Tom Isenhour announced that the University is still working on security and communication issues with the goal of having improvements in place by September. He also thanked everyone for their participation in graduation.