

July 20, 2007

TO: Provost's Council

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

SUBJ: Provost's Council Agenda for Tuesday, July 24, 2007

The Provost's Council will meet on Tuesday, July 24 from 8:30-9:30 a.m. in the Board Room in Koch Hall. The following agenda items will be discussed.

1. Approval of the July 10 minutes (see attachment, p. 1-2)
2. Certificate of Recognition or Achievement for Terminally Ill and Deceased Students (see attachment, p. 3)
3. Allocation of Graduate Administrative Assistantships  
Philip Langlais
4. Other Business

## PROVOST'S COUNCIL

July 24, 2007

### Minutes

The Provost's Council met on Tuesday, July 24, 2007 from 8:30-9:50 a.m. Those present were Tom Isenhour (Chair), Phil Langlais, Brenda Neumon Lewis, Nancy Bagranoff, Brenda Marshall Stevenson, Oktay Baysal, Nancy Cooley, Janet Katz, Robert Wojtowicz, Bill Drewry, Ted Remley, Ginny O'Herron, and Joe Rule.

1. The July 10 minutes were approved.
2. Certificate of Recognition or Achievement for Terminally Ill and Deceased Students

Tom Isenhour presented the proposed changes to this Faculty Handbook policy, and the members approved the recommendation to forward the proposed revisions to the President and Board of Visitors for approval.

3. Allocation of Graduate Administrative Assistantships

Phil Langlais provided the background to the new policy for the awarding of Graduate Administrative Assistantships in non-departmental units. He described the need to review all GAA positions in non-departmental units and to establish a set of procedures and criteria for implementation of this new policy. He provided two handouts that gave a comprehensive accounting of all GAA positions awarded in FA06 and SP07. This data demonstrated three important facts: (1) the amount of stipends for GAA positions in non-departmental units is quite large, i.e., over \$1.3 million; (2) of the 183 GAAs in non-departmental units, 85% were awarded to Master's students (156/183) and only 15% to doctoral students (27/183); and (3) the range of stipends paid for GAAs was quite large and many were quite small.

Dr. Langlais reviewed the issues and recommendations provided in his memo to the Provost's Council on the next steps to be taken. Nancy Bagranoff recommended that rather than forming an ad hoc committee as suggested by the Dr. Langlais' memo, that a Task Force be used to address the four issues described in the memo. Robert Wojtowicz commented on the rather substantial number and stipend amount of GAAs working in student housing. He suggested there needed to be an exploration of establishing recruitment packages for international students that included housing in the residence halls. Several members commented on the recurrent phenomenon of international students "shopping" for GAAs across the campus and that this behavior was seemingly contradictory to the INS requirement that applicants have sufficient funds to cover their tuition and living expenses. Dr. Langlais recommended and the members agreed to invite Steve Risch, Director of Graduate and International Admissions, to describe the requirements and provide the Council with advice on this issue.

The deans unanimously endorsed the recommendations outlined in Dr. Langlais' memo and agreed to appoint the associate/assistant dean from their colleges to the committee. Dr. Langlais will discuss the issue with the other Vice Presidents to determine the appropriate people from the non-departmental units to appoint to the task force.

#### 4. Other Business

- A. In response to the increasing costs, Nancy Bagranoff asked for recommendations on ways to help faculty and students identify and use the most economical travel and housing arrangements when they attend meetings. She suggested that there is an insufficient knowledge of and request for government rates when booking travel. Members concurred and agreed to educate and encourage their faculty and students to explore ways to reduce travel expenses.
- B. Phil Langlais briefly described his presentation to the ODU Alumni Association (ODUAA) at its annual retreat last Saturday and reported that the board agreed to host a graduate student reception following the May and December commencements. He also reported that the members expressed interest in funding travel grants for doctoral students to present their dissertations at national and international conferences.
- C. Oktay Baysal described two programs, "Lead the Way" and "Early Engineering Advantage for Women," that are organized and held within the College of Engineering and Technology.
- D. Tom Isenhour announced that ODU and EVMS have agreed on an umbrella MOU that outlines the goals and ways in which the two institutions will engage in joint academic and research activities. A formal signing ceremony will take place within the next few weeks.
- E. Tom Isenhour announced that the projections indicate the largest freshman class will matriculate in FA07. This increase places a growing need for the most effective use of classrooms and faculty assignments. Members described opportunities for classroom space and time in Gornto, Hughes Hall and at times, e.g., 8AM and weekends.