

August 23, 2007

TO: Provost's Council

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

SUBJ: Provost's Council Agenda for Tuesday, August 28, 2007

The Provost's Council will meet on Tuesday, August 28 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 July 24 minutes (see attachment, p. 1-2)
2. Travel Policy Rules (see attachment, p. 3-6)

Rick Fisher
3. Graduate Student "Shopping" for Assistantship Positions – 9:00 a.m.

Steve Risch
4. Program Assessment Plans and WEAVE – 9:15 a.m.

Worth Pickering and Marty Sharpe
5. Clarification of Roles and Responsibilities for Distance Learning

Nancy Cooley
6. Doctoral Mentoring Awards (see attachment, p. 7-9)

Phil Langlais
7. Other Business

PROVOST'S COUNCIL

August 28, 2007

Minutes

The Provost's Council met on Tuesday, August 28 from 8:30-10:30 a.m. in the Board Room in Koch Hall. Those present were Tom Isenhour (Chair), Ali Ardalán, Andrew Balas, Oktay Baysal, Nancy Cooley, Chandra de Silva, Bill Drewry, Bill Graves, Ginny O'Herron, Chris Platsoucas, and Charles Wilson. The following agenda items were discussed.

1. The July 24 minutes were approved.

2. Budget Update

Tom Isenhour informed Council members that the University has been given a 5% budget reduction. He is working to reduce the amount to be cut from the colleges. The deans were asked to meet at 8:30 a.m. on Thursday to receive more specific information about the budget reduction.

As part of the reduction, Nancy Cooley is working on a plan to offer more asynchronous courses so that some of the lower enrolled sites can be consolidated. She asked for the deans' assistance in working with faculty to deliver more asynchronous courses. Every effort will be made to lessen any negative impact on faculty.

3. Travel Policy Rules

Rick Fisher, University Controller, met with the Council to discuss changes from the state in travel policy rules. He noted that pre-approval by him or the President must be obtained for travelers who will stay at a hotel that charges more than the state rate. Pre-approval by the appropriate vice president is required for international travel. Oktay Baysal asked whether there is a list of hotels that will charge government rates for state employees and whether the state of Virginia could negotiate this rate with hotels. Mr. Fisher will investigate this issue. Bill Graves noted that problems arise because ODURF's travel policy is different from the state's policy. Dr. Isenhour will raise this issue with Mohammad Karim. Mr. Fisher informed the deans that he will be glad to come to a meeting with department chairs to discuss travel policy rules and regulations.

4. Graduate Student "Shopping" for Assistantship Positions

Steve Risch, Director of International and Graduate Admissions, discussed the issue of graduate students who "shop" for assistantship positions. He noted that the application for international students requires them to provide a financial affidavit of support and documentation to prove they have the

funding to support themselves once they arrive at Old Dominion. However, the affidavit and documentation are not factors in the admission decision. He also noted that international students are anxious to find jobs in order to lessen the financial impact on their families.

Phil Langlais stated that he is working to create a clearinghouse for all GAA positions, which should help the situation. Chandra de Silva noted that there are issues concerning what is published and what is said about assistantship positions and that the issue is not confined to international graduate students. It was also noted that the deans and ODURF can work toward ensuring that funding for assistantships and tuition is included in grants that are submitted.

5. Program Assessment Plans and WEAVE

Worth Pickering and Marty Sharpe discussed program assessment plans and WEAVE. Dr. Pickering stated that the associate and assistant deans have been working to complete assessment plans for their college, and all programs are working to enter their mission, goals, outcomes and measures in WEAVE. He asked the deans to review their college's progress with the associate/assistant dean. The assessment plans must be completed by September 28 and will be archived at that time. The goal for 2007-08 is to collect and analyze data to identify needed improvements. The assessment process will continue on an annual basis. Dr. Pickering is available to come to the colleges for workshops as needed.

Dr. Sharpe informed Council members that SACS will be looking very closely at institutional effectiveness, which is defined as follows.

The institution identifies expected outcomes for its educational programs and its administrative and educational support services; assesses whether it achieves these outcomes; and provides evidence of improvement based on analysis of those results.

Dr. Pickering discussed the six SCHEV competencies: writing, quantitative reasoning, scientific reasoning, critical thinking, oral communication, and technology and information literacy. SCHEV has asked institutions to develop value-added measures for two competencies per year. ODU is currently working on the measures for writing. Dr. Pickering asked the deans to begin thinking of faculty members to serve on work groups for the other five competency areas.

6. Clarification of Roles and Responsibilities for Distance Learning

Nancy Cooley informed the deans that she is getting requests for support from faculty and departments that should come through the dean's office. The

requests that are being made are not budgeted expenses in Distance Learning. She will work with the deans as these requests are made.

7. Doctoral Mentoring Awards

Phil Langlais described the doctoral mentoring awards that will be implemented this year. Each year four outstanding faculty members will be recognized with one of these awards. Each award recipient will receive \$3,000. The awards will be made to one faculty from each of the following groups: life and physical sciences; engineering; humanities and fine arts, education and health sciences; and social and behavioral sciences and business and public administration. Dr. Langlais distributed a proposed selection committee and timetable as well as degrees awarded and headcount for the doctoral program clusters.

The deans supported the plan and suggested several revisions, including the recommendation that the doctoral program cluster areas be reviewed annually to allow for growth patterns. Dr. Langlais will make the suggested revisions and proceed with implementation of the awards.

8. Six-year Academic and Financial Plan

Charles Wilson and Marty Sharpe discussed the six-year academic and financial plan. It is time to update the plan for submission to SCHEV. Council members received a memo and a template showing what we submitted two years ago. They were asked to review the entries for 2006-12 for any needed changes and to make updates for 2012 and 2014. Costs for any of the items should be identified. The information is due to Dr. Wilson by September 10.