

September 20, 2007

TO: Provost's Council

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

SUBJ: Provost's Council Agenda for Tuesday, September 25

The Provost's Council will meet on Tuesday, September 25 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 September 11 minutes (see attachment, p. 1-2)
2. IT Security Policies and Standards  
Rusty Waterfield
3. Safe Assign  
Rusty Waterfield and Grace Little
4. Recommendations for ODU Team Participants for SCHEV's November 9  
"Learning by Design Conference"  
Nancy Cooley
5. Closure of Six TELETECHNET Sites  
Nancy Cooley
6. Faculty Senate Issue 2005/6-21, Policy on Workload and Compensation for  
Televised Instruction (see attachment, p. 3-15)  
Nancy Cooley
7. Template for Teaching Portfolios  
Bill Graves
8. Academic Plan – Six-Year Update  
Charles Wilson and Marty Sharpe
9. Other Business

PROVOST'S COUNCIL  
September 25, 2007  
Minutes

The Provost's Council met on Tuesday, September 25, 2007 from 8:30-10:00 a.m. in the Board Room in Koch Hall. Those present were Tom Isenhour (Chair), Nancy Bagranoff, Andrew Balas, Oktay Baysal, Nancy Cooley, Chandra de Silva, Bill Drewry, Bill Graves, Brenda Lewis, Ginny O'Herron, Chris Platsoucas, and Charles Wilson. The following agenda items were discussed.

1. The September 11 minutes were approved.
2. IT Security Policies and Standards

Rusty Waterfield informed Council members that the IT security program has been revamped. The University must comply with federal and state regulations, and new state standards go into effect October 1.

The main focus of the security policies and standards is to protect the data. OCCS has made computer security recommendations, one of which is to store sensitive data on University servers. Mr. Waterfield stressed the importance of reporting any known exposure or loss of sensitive data to the University Information Security Office. He will put data about security policies and standards in a location that can be accessed by faculty and will also try to develop a summary document for faculty. He encouraged the deans to review the standards and expressed his willingness to meet with chairs and faculty on this issue.

3. Safe Assign

Grace Little demonstrated Safe Assign, a product by Blackboard that helps faculty detect plagiarism. The product can check students' papers against others on the internet or other papers in a specific class. The Center for Learning Technologies is working on a step-by-step guide for faculty wanting to use Safe Assign, and information about the product will be distributed to faculty.

4. Recommendations for ODU Team Participants for SCHEV's November 9 "Learning by Design Conference"

Nancy Cooley discussed an opportunity for the University to send a team of faculty to the "Learning by Design Conference" to be held on November 9. Institutions will have the opportunity to come up with a project to redesign a course using technology. Planning grants are available to work on the course redesign. Deans were asked to contact Dr. Cooley if they identify a team of faculty members to participate in the conference.

5. Closure of Six TELETECHNET Sites

Nancy Cooley shared with Council members a letter that will be sent to program directors and advisors about the consolidation and closing of TELETECHNET sites. Students will be informed in person and by letter about the consolidation and closing of sites. An individual plan will be developed for each affected student, and students will be able to finish their degrees either through a site change or by moving into a delivery mode online or videostreamed.

6. Faculty Senate Issue 2005/6-21, Policy on Workload and Compensation for Televised Instruction

Council members discussed the recommended policy on workload and compensation for televised instruction. The deans asked for “what if” scenarios showing current workload policy allocations and what they would be under the proposed policy. They also asked for more time to review the proposed policy. Dr. Cooley will provide “what if” scenarios, and the discussion will continue at the next meeting.

7. Template for Teaching Portfolios

This issue will be discussed at a future meeting.

8. Academic Plan - Six-Year Update

Marty Sharpe and Charles Wilson distributed the final draft of the Academic Six-Year Plan. Council members were asked to review the document and respond with changes, additions, and corrections.

9. Other Business

A. Brenda Lewis announced that the Graduate Administrators Workshop will be held on October 4 and repeated on October 11. The deans were asked to remind their faculty to participate in the workshop.