

June 12, 2008

TO: Provost's Council

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

SUBJ: Provost's Council Agenda for Tuesday, June 17

The Provost's Council will meet on Tuesday, June 17 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 22 minutes (see attachment, p. 1-3)
2. Introduction of Amanda Antico-Majkowski, Interim Director of the Northern Virginia Higher Education Center
3. Schedule for Third-Year (Pre-Tenure) Review Process (see attachments, p. 4-6)
4. Classroom Use
5. Emergency Text Messaging in Class
6. Emergency Preparedness
7. Review of Provost's Council Proposed Changes to Faculty Senate Issue 2007/8-13, Student Disciplinary Policy and Procedures
 - A. Minutes from the March 11, 2008 meeting when the issue was first discussed (see attachment, p. 8)
 - B. Questions related to the proposed revisions (see attachment, p. 8)
 - C. Existing statement on Guidelines and Policy on Dealing with Disruptive Students (see attachment, p. 9)
 - D. Recommended changes from the Provost's Council after discussion in March 2008 (see attachment, p. 10-20)
 - E. Original recommendation from the Faculty Senate (see attachment, p. 21-32)
8. Other Business
 - A. Discontinue Use of Gift Cards to University Employees

PROVOST'S COUNCIL
June 17, 2008
Minutes

The Provost's Council met on Tuesday, June 17, 2008 from 8:30-10:00 a.m. in the Board Room in Koch Hall. Those present were Carol Simpson (Chair), Osman Akan, Ali Ardalan, Andrew Balas, Nancy Cooley, Chandra de Silva, Bill Graves, Brenda Lewis, Ginny O'Herron, Chris Platsoucas, Marty Sharpe, and Charles Wilson. The following agenda items were discussed.

1. The April 22 minutes were approved.
2. Nancy Cooley introduced Amanda Antico-Majkowski, Interim Director of the Northern Virginia Higher Education Center, who described her background. She noted the mission of the Center includes education, visibility and innovation.
3. Schedule for Third-Year Review

Carol Simpson suggested that the deans meet with their tenure-track faculty to reinforce the expectations for teaching and research. She indicated she is looking for a balance between teaching and research and excellence in both. The service component is not as critical for tenure-track faculty, but some service in the profession is helpful.

Dr. Simpson reminded the deans that the policy language on pre-tenure review was recently revised to include reviews by the department and college promotion and tenure committees. However, the schedules for pre-tenure review were not revised to include suggested dates for the review by these two committees.

The deans reviewed the policy statement on pre-tenure review and revisions to the schedules to include the department and college committees. They also revised the policy statement and the schedules to include the following changes.

- Change the due date for the evaluation report from the dean from September 15 to no later than September 1 in an effort to provide feedback to the faculty member as early as possible. Deans were encouraged to complete the reports prior to September 1 if possible.
- Specify that a copy of the evaluation report from the dean be sent to the faculty member.
- Change the section pertaining to faculty members who received one or two years of credit toward tenure to one or more years of credit to be sure the process is clear for those faculty who receive more than two years of credit toward tenure.

The revisions to the policy statement and the schedules for pre-tenure review will be forwarded to the Faculty Senate for review.

4. Classroom Use

Judy Bowman alerted the deans to the projected increase in the freshman class for fall 2008 and expressed concern about general education offerings and room availability. She will be monitoring general education enrollment during the summer and may need the deans' assistance in moving classes and increasing enrollment capacity in some class sections so that classrooms are used to their capacity. In particular, concern was expressed about the need for more seats in Biology and Chemistry general education classes. Chris Platsoucas mentioned the possibility of scheduling labs in the evening and on Saturdays. Other suggestions made by the deans are as follows: investigate lab and classroom space at the higher education centers as well as modular labs; investigate classroom space in Webb Center, such as the space vacated by the Bookstore; consider the elimination of activity hour on Tuesday and Thursday; and offer classes using the hybrid model combining face-to-face instruction with computer or distance learning.

5. Emergency Text Messaging in Class

Council members discussed the issue of text messaging in class as a way to notify faculty and students of emergencies. Since the University does not have a policy on text messaging, individual faculty determine how to handle the use of cell phones and text messaging in class. After discussion, Council members agreed that students should be asked to turn off their cell phones during class. The deans were asked to advise faculty to keep their cell phones on during class for emergency alerts.

6. Emergency Preparedness

Carol Simpson asked Council members to review the University's emergency preparedness procedures, especially as we enter hurricane season. She will check on the status of the proposed academic closure policies submitted to the President in January.

7. Review of Provost's Council Proposed Changes to Faculty Senate Issue 2007/8-13, Student Disciplinary Policy and Procedures

Council members reviewed the original recommendation from the Faculty Senate to revise the Student Disciplinary Policy and Procedures and the draft version of the revisions to the policy based on the discussion at the March 11 Provost's Council meeting. Brenda Lewis expressed concern that, in some cases involving academic dishonesty, the finding from the Office of Student Affairs results in an academic decision, such as whether or not a student can

continue in a particular program. Council members agreed with the concern about academic decisions being made by Student Affairs, and the Office of Academic Affairs will investigate this issue.

Chandra de Silva suggested that the policy be revised to insure that faculty members are informed about academic dishonesty decisions and are able to observe hearings if they wish. He also suggested that disruptive behavior policies remain separate from the Student Disciplinary Policies and Procedures. Andrew Balas noted that unprofessional conduct is not covered under academic dishonesty or disruptive behavior and suggested that information on unprofessional conduct be added to one of the policies, such as the policy on disruptive behavior. Academic Affairs will distribute revisions to the Student Disciplinary Policy and Procedures that were approved at the June meeting of the Board of Visitors. Judy Bowman will examine the most recent versions of the policies and will draft the recommendations from the Provost's Council.

8. Third-year Review of Department Chairs

Bill Graves distributed copies of the policy on department chairs, the policy on department chair evaluation, and an instrument he plans to use for the third-year review. The policy on department chairs states that the dean will invite comments on the performance of the chair using a survey instrument developed in consultation with the promotion and tenure committee of the Faculty Senate and the Provost. Dr. Graves will consult the Faculty Senate committee on the instrument he plans to use. Several of the other deans noted that they use survey instruments that have been in place for some time.

9. Other Business

A. Carol Simpson informed Council members that the University is discontinuing the use of gift cards to University employees.