

August 6, 2008

TO: Provost's Council

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

SUBJ: Provost's Council Agenda for Tuesday, August 12, 2008

The Provost's Council will meet on Tuesday, August 12, 2008 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 8 minutes (see attachment, p. 1-2)
2. Responsible Conduct of Research and Professional Development (see attachment, p. 3-5; report to be sent as separate attachment)
3. Process and Schedules for Promotion to Full Professor, Tenure, Reappointment/Non-reappointment on Non-tenured Faculty Members, and Faculty Seeking Conversion of a Non-tenure Eligible Position to Tenure-eligible (see attachments, p. 6-13)
4. Review of the On-line Process for Student Evaluations of Faculty (see attachment, p. 14)
5. Update on Institutional Performance Standards and Restructuring

Phil Langlais and Adam Rubenstein

6. Update on Academic Closure Policy (see attachment, p. 15-16)
7. Suggestions for Honors College Undergraduate Research Committee

Marty Sharpe

## PROVOST'S COUNCIL

August 12, 2008

Minutes

The Provost's Council met on Tuesday, August 12, 2008 from 8:30-10:00 a.m. in the Board Room in Koch Hall. Those present were Carol Simpson (Chair), Nancy Bagranoff, Andrew Balas, Oktay Baysal, David Branch, Nancy Cooley, Chandra de Silva, Stuart Frazer, Phil Langlais, Chris Platsoucas, and Marty Sharpe. The following agenda items were discussed.

1. The July 8 minutes were approved.
2. Responsible Conduct of Research and Professional Development

Phil Langlais and Adam Rubenstein discussed the 2004 survey conducted at ODU to assess attitudes toward responsible conduct of research (RCR) and instructional practices in this area and the 2007 survey conducted to further explore the findings. Conclusions from the survey are as follows:

- RCR training is recognized by all groups as an important part of graduate education.
- Despite the widely recognized importance, actual investment in RCR training at the departmental and faculty-student level is not as high as one would expect.
- Lack of training in numerous RCR topic areas is very prevalent.
- Graduate students and faculty disagree on the adequacy of RCR instruction.
- Type of degree program impacts level of RCR instruction.

As a result of the two surveys, the following recommendations have been made.

- All graduate students should be required to complete CITI RCR training modules including the plagiarism training module.
- Plagiarism information should be included on all graduate course syllabi.
- All thesis and dissertation students should be required to complete the CITI Human Subjects training modules or LATA training modules (if applicable to their research).
- A signed data use and publication authorship agreement between students and advisors should be required.

The deans were supportive of the recommendations. Carol Simpson asked the deans to discuss the recommendations with department chairs and recommended that the colleges put some type of training in place. She noted that modules on various topics will be offered throughout the year as a follow up to New Faculty Orientation. Phil Langlais will work with a group from each college to develop the appropriate set of modules to require for each college. Dr. Simpson also asked the deans to encourage faculty to include information about plagiarism on their syllabi.

3. Process and Schedules for Promotion to Full Professor, Tenure, Reappointment/Non-reappointment of Non-tenured Faculty Members, and Faculty Seeking Conversion of a Non-tenure Eligible Position to Tenure-eligible

Carol Simpson reminded the deans about the various schedules and deadlines for faculty personnel actions. She noted that she would like to revise the tenure schedule so that it begins and ends earlier; recommended changes to the schedule will be forwarded to the Faculty Senate for review. Academic Affairs will continue the workshops for faculty seeking tenure and promotion. Dr. Simpson asked the deans to give her any feedback on what was useful or not useful at these workshops. Oktay Baysal asked that consideration be given to providing workshops or development opportunities for faculty at some point after they have attained tenure. Dr. Simpson noted that we may be able to develop on-line modules or workshops in the future. Chandra de Silva reported that department chairs in Arts and Letters are asked to identify associate professors who could be encouraged to do better as well as determine how to motivate tenured faculty who are not as successful.

#### 4. Review of the On-line Process for Student Evaluations of Faculty

Data on the response rate on the student evaluations from 2003-07 were shared with Council members. The deans expressed concern about the low response rate and the difficulty this creates when evaluating teaching. They suggested a revision to the system so that students do not have to click on each class individually in order to do the evaluation and some type of incentive for students who complete the evaluations. Marty Sharpe noted that the University will be contracting with a vendor for student evaluations in the future. She and Dr. Simpson will talk with Grace Little about adaptations for the current system as well as the new system the University will purchase.

#### 5. Update on Institutional Performance Standards and Restructuring

Marty Sharpe discussed the institutional performance standards as contained in the Higher Education Restructuring Act and noted that Old Dominion is hoping to move to level two. She reminded Council members about the measure related to SACS program review and the requirement that all academic programs complete their assessment reports in WEAVE by September 30, 2008. Each academic program is expected to develop at least one Action Plan that will identify a curricular or pedagogical issue they plan to address during 2008-09.

#### 6. Update on Academic Closure Policy

Carol Simpson informed Council members that the Academic Closure Policy endorsed by the Council in December 2007 was not approved. The Vice Presidents identified several problems with the policy, especially the section on allowing students to complete or retake courses at no charge and liability issues related to volunteer groups assisting with closure procedures, evacuation and basic health care.

#### 7. Suggestions for Honors College Undergraduate Research Committee

Carol Simpson asked the deans to forward nominations of faculty and staff members to serve on the Honors College Undergraduate Research Committee.