

November 6, 2009

TO: Provost's Council

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

SUBJ: Provost's Council Agenda for Tuesday, November 10, 2009

The Provost's Council will meet on Tuesday, November 10, 2009 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 October 27 minutes (see attachment, p. 1-2)
2. Faculty Senate Issue 2009/10-8, Student Disruptive Behavior (see attachment, p. 3-6)
Mike DeBowes will join us for the discussion.
3. Faculty Senate Issue 2009/10-9, Faculty Participation in the Disciplinary Process (see attachment, p. 7-8)
Mike DeBowes will join us for the discussion.
4. Graduate Programs (see attachment, p. 9)
5. Faculty Requirements for Serving as Chair of Doctoral Dissertations and Teaching Doctoral-Level Courses (see attachments, p. 10-25)
6. Announcements/Reminders
 - A. The Chair Academy's 19th Annual International Leadership Conference for Post-Secondary Leaders, March 15-18 – Call for Proposals (see attachment, p. 26-27)

PROVOST'S COUNCIL
November 10, 2009
Minutes

The Provost's Council met on Tuesday, November 10, 2009 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 Burdige, Andy Casiello, Paul Champagne, Chandra de Silva, Mike DeBowes, Myron Glassman, Bill Graves, Phil Langlais, Ginny O'Herron, Chris Platsoucas, Marty Sharpe, Geneva Walker-Johnson, and Charles Wilson. The following agenda items were discussed.

1. The October 27 minutes were approved.
2. Faculty Senate Issue 2009/10-8, Student Disruptive Behavior

Myron Glassman and David Burdige from the Faculty Senate and Geneva Walker-Johnson and Mike DeBowes from Student Affairs attended the meeting for the discussion of the Faculty Senate's recommendation concerning student disruptive behavior. The Senate is recommending that a new policy on Student Disruptive Behavior replace the existing policy on Guidelines and Policy on Dealing with Disruptive Students. Council members and those present from the Faculty Senate and Student Affairs discussed various aspects of the proposed new policy.

One of the main concerns of the Senate is the addition of a statement in the policy that a faculty member can consider disruptive behavior when assigning grades for a class if participation is part of the final grade. Council members were supportive of this addition. However, several of the Deans expressed concern that the proposed policy is not as strong as the current policy, and the changes proposed will weaken what is already in place. After discussion, Carol Simpson suggested that the existing policy be revised to include the key parts of the proposed policy that faculty are most concerned about. She and Judy Bowman will draft a revision of the current policy to include parts of the proposed policy and forward it to Paul Champagne. He agreed to take the revised policy back to the Senate for review.

3. Faculty Senate Issue 2009/10-9, Faculty Participation in the Disciplinary Process

Myron Glassman, David Burdige, Geneva Walker-Johnson, and Mike DeBowes also participated in the discussion of the recommendation from the Faculty Senate on faculty participation in the disciplinary process. Carol Simpson reported concerns from Jay Wright about due process, potential delays, and the adversarial nature of the recommendation. The main concern of the Senate is that faculty are given the opportunity to participate in disciplinary proceedings if desired and that they are kept informed about the process and the outcome. Mike DeBowes described the procedures used by the Office of Student Judicial Affairs in academic dishonesty cases.

- When faculty members submit a report, they are notified and asked to submit more information if needed. They are also informed about the next steps and asked about their availability for a hearing.
- During the hearing, the faculty member is present to speak about the referral. The student speaks first. The hearing officer asks questions about any gaps in the student's presentation, and the faculty member can respond if needed.
- The faculty member is notified by email of the final outcome of the case.

Representatives from the Senate felt that faculty were not aware of the procedures and suggested that Mr. DeBowes formally document the procedures used by his office in academic dishonesty and disciplinary cases. Chandra de Silva suggested the following statement in place of the language recommended by the Senate: "The faculty member should be given the opportunity to provide information at a hearing or to be a witness at a hearing." Paul Champagne was supportive of the revised language and agreed to take the revision to the Executive Committee for review. Judy Bowman and Carol Simpson will make the revision and forward it to Dr. Champagne.

4. Graduate Programs

Council members discussed the recommendation from the Council of Associate and Assistant Deans (CAAD) to establish a task force on the reorganization of the Office of Graduate Studies. Of special concern to CAAD is a proposal to move responsibility for graduate new student orientation and the GTA Institute to CAAD.

Carol Simpson noted that the reorganization of graduate studies has not occurred except for the relocation of one staff member from the Office of Graduate Studies to the Office of Institutional Research. The Deans have been asked for input on what graduate schools in the colleges would look like and to identify responsibilities at the department, college, and University levels. Discussion on the reorganization of graduate studies will continue once input is received from the colleges.

Oktay Baysal made the following proposal regarding a training program for teaching assistants.

- Phase I: Language Competence Evaluation would be performed by individual colleges based on University and college requirements.
- Phase II: Two-day Training
 - The College of Engineering and Technology will handle registration and the preparation of certificates for the next two years.
 - The College of Engineering and Technology will coordinate the presentations on procedural and practical information that occur on Day 1 for the next two years.
 - The College of Engineering and Technology will coordinate breakfast and lunch for Day 1 for the next two years. The cost will be split among the colleges in proportion to the number of participants.

- Individual colleges will be responsible for the mini-lessons by prospective teaching assistants that occur on Day 2 and the evaluation of the mini-lessons.

After the first two years, the responsibility would rotate every two years to one of the other five colleges. Members of the Council thanked Dean Baysal for his suggestions, and Carol Simpson asked the Deans to think about the proposal for discussion at a future meeting.

5. Faculty Requirements for Serving as Chair of Doctoral Dissertations and Teaching Doctoral-Level Courses

The requirements for certification of faculty for graduate instruction for each of the colleges were included with the agenda. Carol Simpson asked the Deans to review their requirements to be sure they are current and that they are being adhered to. Also, the college policies should reference and be consistent with the University policy on certification of faculty for graduate instruction. This issue will be discussed again at the December Provost's Council meeting.

6. Announcements

- A. Information about the Chair Academy's 19th Annual International Leadership Conference for Post-Secondary Leaders, March 15-18 – Call for Proposals was included with the agenda.
- B. Judy Bowman will contact the Associate Deans to obtain information about the computer labs that are not managed by OCCS and the possibility of obtaining hand sanitizers and wipes for the labs.
- C. Andy Casiello announced that there will be a town hall forum on distance learning on November 20. He asked the Deans to encourage participation in the forum.