

November 21, 2009

TO: Provost's Council

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

SUBJ: Provost's Council Agenda for Tuesday, November 24, 2009

The Provost's Council will meet on Tuesday, November 24, 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 November 10 minutes (see attachment, p. 1-3)
2. Proposed Joint Appointment Procedures at Old Dominion University (see attachment, p. 4-7)
3. Faculty Compensation Policy for Distance Learning and Related Documents – Andy Casiello
  - A. Faculty Compensation for Distance Learning (see attachment, p. 8-12)
  - B. A budget document and memo from when base funds from Distance Learning were originally allocated (see attachment, p. 13-16)
  - C. A summary document explaining the base fund and graduate financial aid allocations deducted from the instructional assistance payments to the colleges (see attachment, p. 17)
4. Faculty Senate Issue 2007/8-22, Review of Research Leave Policy (see attachment, p. 18-19)
5. Faculty Senate Issues 2008/9-13, Right of Tenure Candidates to Refute Information, and 2008/9-21, External Review Letters (see attachments, p. 20-27)
6. Faculty Senate Issue 2009/10-5, Institutional Credit Requirements for Graduate Degrees (see attachment, p. 28-31)
7. Faculty Senate Issue 2008/9-20, Proposed Graduate Policy on GPA Separation from the University (see attachment, p. 32-35)
8. Faculty Senate Issue 2007/8-17, Composition of Dissertation Committees (see attachment, p. 36-40)
9. Announcements/Reminders
  - A. Responsibilities of the Office of Graduate Studies

PROVOST'S COUNCIL  
November 24, 2009  
Minutes

The Provost's Council met on Tuesday, November 24, 2009 from 8:30-10:00 a.m. in the Board Room in Koch Hall. Those present were Charles Wilson (Chair), Ali Ardalan, Andrew Balas, Oktay Baysal, Andy Casiello, Paul Champagne, Chandra de Silva, Bill Graves, Phil Langlais, Bill McMahon, Mike Overstreet, and Ann Pettingill. The following agenda items were discussed.

1. The November 10 minutes were approved.
2. Proposed Joint Appointment Procedures at Old Dominion University

Council members discussed the proposed joint appointment procedures drafted by Chandra de Silva. They expressed support for establishing joint appointment procedures and made the following comments and suggestions.

- Change department head to department chair throughout the document.
- Consider developing a policy statement on joint appointments to go along with the procedures.
- Develop other appointment levels such as secondary, courtesy, or affiliated appointments. Joint appointment implies almost an equal level of commitment to both academic units. There is also a need for appointments requiring less than a 50/50 commitment.

The Deans agreed to discuss the proposed procedures with their department chairs. The issue will be placed on the agenda for additional discussion at a future meeting.

3. Faculty Compensation Policy for Distance Learning and Related Documents
  - D. Faculty Compensation for Distance Learning
  - E. A budget document and memo from when base funds from Distance Learning were originally allocated
  - F. A summary document explaining the base fund and graduate financial aid allocations deducted from the instructional assistance payments to the colleges

Andy Casiello led a discussion on the faculty compensation policy for distance learning. The policy is provided for FY10 to replace the various policy documents currently in use to manage a variety of distance learning activities involving faculty, from course development to delivery. It consolidates and simplifies existing policy documents. Mr. Casiello noted changes made related to online course development and instruction in the fall 2009 policy. Specifically, payment for online courses developed in conjunction with Distance Learning/Center for Learning Technologies has been increased from \$3,000 to \$4,500 per course, and a previous payment to the course developer of \$10/head for online student participation in these courses has been eliminated. Also, a recommendation has been added in the section under instruction that indicates that "in general, technology based course enrollment above 120 students should result in a new course section being added."

Council members made the following comments.

- Several members expressed concern about adding another course section after enrollment reaches 120. It is difficult to find additional faculty members as well as time slots to offer the additional sections. They suggested giving the faculty workload credit when enrollment exceeds 120.
- Council members also expressed concern about the increase to \$4,500 per course for the development of on-line courses. They felt that \$4,500 does not cover fully the cost to the colleges in terms of their time and resources. Bill Graves suggested that the payment be tied to the base salary of the faculty member developing the course, which would be 25% of the salary base per semester for one course.
- Ali Ardalan noted that graduate assistant help is not available to faculty unless there are 40 students. However, many of our classrooms do not hold 40 students. He also noted the need to look at the difference in summer vs. fall and spring.
- Andrew Balas asked why incentives are offered for distance learning but not for other types of instruction.
- Oktay Baysal noted that the policy document contains a mix of guidelines, best practices and policies and procedures. He felt workload and compensation should not be separate from other modalities and asked why this was not the responsibility of the colleges.
- Paul Champagne asked if there is a need for a different policy for TELETECHNET and on-line courses.
- Chandra de Silva noted the fundamental problem that achievement is not linked to reward. The Deans can increase enrollment, but this increases their cost.

Discussion of this issue will continue.

#### 4. Faculty Senate Issue 2007/8-22, Review of Research Leave Policy

Council members discussed the recommendation from the Faculty Senate concerning research and development assignments. The Senate is recommending a clarification to the existing language that specifies when a faculty member can apply for an additional research and development assignment. Specifically, they are asking that a faculty member be able to apply for an additional assignment provided that five years of continuous service have elapsed since the completion of the awarded research or development assignment (to replace since the award of the last assignment). They are also recommending that language be added to the policy to allow for an exception in the case of a faculty member who has been asked to defer a research or development assignment for the convenience of the University.

Council members endorsed the recommendation with the exception of one revision. They recommended that “completion” of the awarded research or development assignment be changed to “since the return of the faculty member from” the awarded research or development assignment. The Council’s recommendation will be forwarded to President Broderick.

5. Faculty Senate Issues 2008/9-13, Right of Tenure Candidates to Refute Information, and 2008/9-21, External Review Letters

Council members discussed the recommendation from the Senate that tenure and promotion candidates be allowed to place a letter in their tenure and promotion file to correct factual misinformation contained in any letter of the department committee, department chair, college committee, the dean, and the University committee, either at the time such recommendation is made, or by May 1 to the Provost. They also proposed that copies of all recommendations be provided to the faculty member at the time such recommendations are made.

Several of the Deans expressed concern about the part of the recommendation specifying that copies of all recommendations be provided at the time such recommendations are made. Judy Bowman noted that the recently revised policies on tenure and promotion contain the statement that “Copies of all recommendations by all committees, chairs, deans and the provost shall be provided to the faculty member being considered for tenure or promotion.” The Senate originally recommended that copies of all recommendations be provided to the faculty member within two weeks. However, the provision of two weeks was not added to the policies on the advice of Jay Wright, University Counsel. Council members did not agree with the Senate that copies of recommendations be provided at the time such recommendations are made. Instead, they recommended the following addition to the policies on promotion and tenure.

Copies of the recommendations by all committees, chairs, deans and the provost shall be provided to the faculty member being considered for tenure or promotion. The faculty member will be provided opportunity to correct any factual misinformation in such recommendations by placing a letter in his or her tenure or promotion file at the time such recommendations are made or by May 1 to the provost.

The Council’s recommendation will be forwarded to President Broderick.

6. Faculty Senate Issue 2009/10-5, Institutional Credit Requirements for Graduate Degrees

Council members discussed and endorsed the recommendation from the Faculty Senate on institutional credit requirements for graduate degrees. The recommendation would remove the University requirement for full-time residency for doctoral students. The Council’s recommendation will be forwarded to President Broderick.

7. Faculty Senate Issue 2008/9-20, Proposed Graduate Policy on GPA Separation from the University

Council members discussed and endorsed the recommendation from the Faculty Senate to adopt a proposed policy that would allow for the resetting of graduate student GPAs

after a significant separation from the University. The Council's recommendation will be forwarded to President Broderick.

8. Faculty Senate Issue 2007/8-17, Composition of Dissertation Committees

Council members discussed and endorsed the recommendation from the Faculty Senate to adopt proposed changes in dissertation committee requirements. The proposed changes clarify the definition of faculty who can serve on dissertation committees. Judy Bowman noted that an additional change that was approved after the original recommendation was sent was added to the Senate's recommendation. The Council's recommendation will be forwarded to President Broderick.

9. Announcements/Reminders

- A. Phil Langlais distributed a document describing the primary areas of responsibility for the Office of Graduate Studies. The document is intended to help with the discussion of the reorganization of graduate studies, especially given Dr. Langlais' departure from the Vice Provost's position at the end of AY2009/10. Judy Bowman will send an electronic version of the document to Council members. Dr. Langlais will send a description of other duties of the Office of Graduate Studies.
- B. An announcement of an audio online seminar on "Avoid the Top Seven Mistakes in Hiring, Promotion and Tenure" was distributed. Judy Bowman will send an electronic version of the document to Council members.
- C. Charles Wilson reminded the Deans about the e-mail they received on strategic planning measures.