

July 10, 2009

TO: Provost's Council

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

SUBJ: Provost's Council Agenda for Tuesday, July 14, 2009

The Provost's Council will meet on Tuesday, July 14 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 June 23 minutes (see attachment, p. 1-4)
2. Update on the Project to Replace the University Phone System – Wayne Jones
3. Use of Photos on Class Rosters – Mary Swartz (see attachment, p. 5)
4. Update on Strategic Planning – Marty Sharpe (attachment will be forwarded separately) 9:00 a.m.
5. Input from Council Members on the Academic Closure Policy (see attachment, p. 6-8)
6. Input from Council Members on the Proposal for Residency Requirements for Graduate Degrees – Phil Languais (see attachment, p. 9)
7. Upgraded Graduate Admissions Process – Phil Languais (see attachment, p.10-11)
8. Timing of Schedule for Third Year Review and Non-reappointment Notices (see attachments, p. 12-16)
9. Preparation for Discussion of Events on Football Game Days for July 28 Meeting (see attachment, p. 17)
10. Announcements/Reminders
 - A. Reminder – Provost's Council Retreat on August 11; we will be focusing on the structure and responsibilities of Graduate Schools at ODU.
 - B. Reminder - send Academic Affairs the list of courtesy and joint appointments in each college
 - C. Article on “Avoid or Minimize Liability When Former Faculty Members Leave Property Behind” (see attachment, p. 18-19)

PROVOST'S COUNCIL

July 14, 2009

Minutes

The Provost's Council met on Tuesday, July 14 from 8:30-10:15 a.m. in the Board Room in Koch Hall. Those present were Phil Langlais (Chair), Nancy Bagranoff, Andrew Balas, Oktay Baysal, Andy Casiello, Ken Daley, Chandra de Silva, Bill Graves, Wayne Jones, Terri Mathews, Ginny O'Herron, Chris Platsoucas, Marty Sharpe, and Mary Swartz. The following agenda items were discussed.

1. The June 23 minutes were approved.
2. Update on the Project to Replace the University Phone System

Wayne Jones from OCCS presented an update on the project to replace the University phone system. The infrastructure for the current phone system is deteriorating, and repairs are cost prohibitive. The new system will be Voice Over Internet Protocol (VOIP). VOIP uses the existing data network, connects to the same wall jack as the current desktop, and provides advanced functionality. Subscriber telephone numbers will not change, and the system will be implemented in a cost neutral way with no increase in cost to departments. Departments will be contacted about their needs before the new system is implemented. All new phones should be installed in Academic Affairs by August 30, 2009, and the project should be completed for the University by January 31, 2010.

3. Use of Photos on Class Rosters

Mary Swartz informed the group that student photos will be on class rosters beginning with Fall 2009. The photos used will be those collected by the Card Center for University ID cards. The Student Record Policy is being revised to add photographs to the list of directory information.

Ms. Swartz discussed a new University policy on the Use of Photos on Class Rosters. The policy provides guidance to faculty on the use of the photos and prohibits making photo rosters public. Several of the deans expressed concern about unintentional violations of the policy. Ms. Swartz responded that photos can be shared with colleagues and others as long as there is a legitimate educational need to know. She will revise the policy to clarify this.

Andy Casiello expressed concern that photos of distance learning students will not be available on rosters. University ID cards are not required for distance learning students. Ms. Swartz suggested that Mr. Casiello work with the Card Center to see what might be possible for including distance learning students.

The revised policy will be forwarded to President Broderick for approval and shared with the Faculty Senate for their information. Upon approval, Ms. Swartz will inform faculty

about the policy when they receive information at the beginning of the semester. The policy will also be placed on University announcements and included in the next update of the Faculty Handbook. In addition, students will be informed that their photos will be included on class rosters.

4. Update on Strategic Planning

Marty Sharpe and Ken Daley led a discussion on the draft ODU Strategic Plan for 2009-14. The deans, in general, felt there were too many individual initiatives in the plan and that it needed to be pared down. The following suggestions and comments were made.

- Separate the objectives into those that are critical/not critical or major/not major
- Separate objectives into those that are administrative and without cost and those that require resources
- Separate objectives into three categories: 1) those to promote (no cost); 2) those to increase awareness; and 3) those to execute (resource implications).
- Reduce the number of objectives and make them implementable

With regard to measures

- There are too many. The maximum should be around 20-25, and it will be difficult to keep up with this reduced number.
- Remove the process-oriented outcomes and add measures that will inspire the community
- Focus on quality measures – e.g., rankings, entry criteria of programs – and identify those that really matter
- Shift to measures of outcomes
- Spread out the timeline
- Be willing to face the fact that we might not meet some of the targets

Issue of Distinctiveness

- The goals are generic and do not set us apart from any other institution or make us distinctive
Possibility: We are the only research university in a 100 mile radius and we provide a particular type of opportunity that others do not – it creates an atmosphere for teaching.
Possibility: Differentiate ourselves because of our unique contributions to and economic impact on the region.
- How do we present ourselves? What is our identity?

Specific/Other issues

- Goal 4 – action items on campus life do not mention arts and/or athletic activities
- Goal 4 – the University's mental health services are inadequate for an institution our size, and major investment is needed
Possibility: Consider building up the clinical capacity on campus.
- An in-depth study is needed on the number of faculty, administrators and classified staff the University has compared to the number we need.

- Clarify and redefine our relationship with the community college system. Are there additional partnerships or areas of collaboration to develop?
- Overall: The plan contains a great deal of input from academic groups, and many of the responsible groups are academic units. Consider looking at non-Academic areas, such as Institutional Advancement and Finance, and how they relate to the plan.
- Overall: Recommend two versions of the final plan: the top level will be for the general public and on the University's web site while details of the plan would be password protected and for the University community only.
- The vision statement is not yet finalized and input from the deans is needed.

Council members were asked to provide additional feedback and suggestions to Marty Sharpe, Carol Simpson, Jeff Richards or Ken Daley. The deans were also asked to think about how the University's strategic plan will shape the college plans. The University's plan is confidential and should not be distributed at this time.

Carol Simpson will present a draft of the Strategic Plan to the Board of Visitors on July 20. The Board will finalize their review of the Plan at the September 17 meeting.

Marty Sharpe informed Council members that the planning cycle for Higher Education Restructuring is underway. The deans will be asked for input on the academic plan.

5. Input from Council Members on the Academic Closure Policy

Council members discussed the Academic Closure Policy that was presented at an earlier meeting. It was suggested that a statement about Commencement be added to the policy. Bill Graves noted that there may be situations when ODU closes but the school systems do not. In these cases, our students will need to continue with their student teaching experience. Overall, Council members did not see any problems with the policy and felt it could be shared with other areas of the University. Judy Bowman will send the policy to the deans electronically so that additional input can be obtained.

6. Input from Council Members on the Proposal for Residency Requirements for Graduate Degrees

Phil Langlais recommended that the title of the policy statement be changed to Institutional Credit Requirements for Graduate Degrees. References within the policy to residency requirements will also be changed. Council members agreed with the title change and the policy in general. The policy will be forwarded to the Faculty Senate for review.

7. Upgraded Graduate Admissions Process

Phil Langlais noted a concern that some GPDs may be giving their Banner access to other individuals, which is a violation of policy. He discussed the upgraded graduate admissions process and asked the deans to ensure department chairs and GPDs are

informed about the upgraded process. GPDs should be reminded to observe confidentiality; they may share application materials with others but should not share their Banner access. Bill Heffelfinger and Steve Risch are available to provide training to groups or individuals on the upgraded process. Dr. Langlais will send guidelines and policies to all GPDs, chairs, associate deans, and deans.

8. Timing of Schedule for Third Year Review and Non-reappointment Notices

Discussion of this issue was postponed.

9. Preparation for Discussion of Events on Football Game Days

Judy Bowman informed Council members that representatives from Development, Athletics, Global Spectrum, and the Alumni Office will attend the July 28 Provost's Council meeting to discuss events on football game days. The deans expressed concern about buildings that may be open on game days for non-football events, such as classes, and who will be responsible for securing these buildings. Ms. Bowman will share this concern with those coming to the July 28 meeting. Any other questions or concerns should be forwarded to Ms. Bowman prior to July 28 so they can be shared with the appropriate individuals.

10. Announcements

- A. Council members were reminded that the Provost's Council retreat will be held on August 11. The focus will be on the structure and responsibilities of graduate schools at ODU.
- B. Deans were reminded to send Academic Affairs the list of courtesy and joint appointments in each college.
- C. An article on "Avoid or Minimize Liability When Former Faculty Members Leave" was included with the agenda.
- D. Judy Bowman distributed the Proposed Educational and General Budget Plan for FY2010, 2011, 2012, and 2013. The plan shows the base and stimulus allocations for 2009-10 and is the result of the budget process for the entire University.
- E. Oktay Baysal announced that the College of Engineering and Technology completed its self study report for ABET. The accreditation visit is scheduled for October.