

July 24, 2009

TO: Provost's Council

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

SUBJ: Provost's Council Agenda for Tuesday, July 28

The Provost's Council will meet on Tuesday, July 28 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 14 minutes (see attachment, p. 1-4)
2. Events on Football Game Days
Mark Benson, Development; Mike Fryling, Global Spectrum; Debbie White, Athletics; Dana Allen, Alumni Office; Todd Johnson, Auxiliary Services
3. CafeScribe – presentation on digital textbooks
Darryl Atkinson, ODU Bookstore, and Todd Johnson
4. Timing of the Schedule for Third Year Review and Non-reappointment Notices (see attachment, p. 5-9)
5. Revised VCCS Articulation Agreement (will be forwarded separately)
6. Announcements/Reminders
 - A. SACS Reaffirmation – Marty Sharpe
 - B. Colonial Academic Alliance (see attachment, p. 10)

PROVOST'S COUNCIL

July 28, 2009

Minutes

The Provost's Council met on Tuesday, July 28, 2009 from 8:30-10:00 a.m. in the Board Room in Koch Hall. Those present were Carol Simpson (Chair), Dana Allen, Darryl Atkinson, Nancy Baganoff, Oktay Baysal, Richardean Benjamin, Mark Benson, Dan Campbell, Andy Casiello, Chandra de Silva, Mike Fryling, Courtney Hayes, Doug Higgons, Todd Johnson, Sharon Judge, Phil Langlais, Janet McLaughlin, Ginny O'Herron, Mike Overstreet, Marty Sharpe, Debbie White, and Charles Wilson. The following agenda items were discussed.

1. The July 14 minutes were approved.
2. Events on Football Game Days

Doug Higgons from Global Spectrum and other representatives from the Football Game Day Committee met with the Provost's Council to provide information about events on game days and answer questions. Mr. Higgons and his staff have been given the responsibility of game day operations. He reported that academic buildings will remain locked on game days unless there are classes scheduled or the dean requests that the building be opened for an event. Deans who request that a building be opened are responsible for the event and should coordinate with the ODU Police Department. ODU police will secure buildings in which classes are held and will continue to patrol the campus during the games. There will be 55-60 police officers on duty for each game. There should be enough portable toilets for those attending the game to use, and Webb Center will be open. Ginny O'Herron and Andy Casiello expressed concern about increased traffic in their buildings on game days. Mr. Higgons will be sure ODU police are informed about the need to secure these buildings.

Parking garages B, C, and D will be open on game days for students attending classes, taking tests and going to the Library. All other lots will be closed beginning at 8:00 a.m. and will reopen four hours before kickoff. Mike Overstreet noted that faculty will need access to academic buildings and their labs. Faculty needing access should have keys. The deans should remind their faculty to be sure they lock doors behind them when entering buildings on game days. Debbie White distributed the schedule for football games and the student ticket policy, which is available on the Athletics website.

3. CafeScribe

Todd Johnson, Assistant Vice President for Auxiliary Services, and Darryl Atkinson, Director of the ODU Bookstore, met with Council members to present information on CafeScribe, which is Follett's product for making digital textbooks available to students. The purchase of digital textbooks will be an option for students, but hard copy books will always be available. Students purchasing digital textbooks will purchase a code that will allow them access to the book on their laptop through CafeScribe. Available features include highlighting, note taking, note sharing, and search capability.

The cost of digital textbooks will be 25-30% cheaper than purchasing the hard copy. However, the digital book cannot be printed or sold back, and access to the book is available for only one semester. Council members expressed concern about the availability of the book for only one semester, particularly in the case of prerequisite courses, courses that build on one another, instances when the book covers material in more than one class, and instances when students receive grades of Incomplete or F or withdraw from the course. Andy Casiello noted that he might be able to work with representatives from OCCS, the Library and the Bookstore to develop more options for the use and integration of digital textbooks.

Questions or suggestions regarding CafeScribe should be forwarded to Darryl Atkinson. He indicated that digital textbooks are already available from McGraw Hill. He hopes some ODU faculty will volunteer to allow the purchase of the digital textbooks.

Oktaay Baysal expressed concern about several issues related to textbooks: the increasing cost to students; the lack of availability of used textbooks; the information reported by Mr. Johnson and Mr. Atkinson that some students either do not or cannot afford to purchase their textbooks; and the difficulty in getting some faculty to submit their textbook orders to the Bookstore in a timely manner. Carol Simpson asked the deans to encourage their faculty to submit their textbook orders by the deadline. She asked Charles Wilson to convene an ad hoc committee to review the process for submitting textbook orders and make recommendations and guidelines to improve the process. The ad hoc committee should include key faculty, representatives from the Student Senate, and several associate deans, including someone from the Colleges of Sciences and Arts and Letters. It was suggested that Jim Koch be asked to serve as a consultant to the committee since he has done research on ways to lower the cost of textbooks. Dr. Simpson asked Judy Bowman to gather information about the submission of textbook orders and upcoming legislation about the cost of textbooks that the deans can send to faculty. Ms. Bowman will also ask Mr. Atkinson whether he would be available to visit the colleges to discuss issues related to textbooks.

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

Judy Bowman presented a concern raised by one of the academic departments that occurs when the departmental review committee and the chair deem it highly unlikely that a faculty member undergoing pre-tenure review will be able to secure tenure at the conclusion of the penultimate year and therefore recommend non-reappointment. Because of the timing of the pre-tenure review and the non-reappointment policy that calls for notice to the faculty member by December 15, the faculty member can be retained for two years after a negative decision by the department. This can result in an awkward situation for the faculty member and the departmental faculty. Council members discussed whether to change the policy on reappointment or non-reappointment of faculty so that July 1 would be the date for a terminating appointment of one year for faculty with two or more academic years of service.

Chandra de Silva expressed reservations about changing the reappointment/non-reappointment policy. He noted that under the current policy, faculty who receive notice by December 15 have time to appeal before the terminal contract is issued. If the policy is changed, these faculty would have less time in which to appeal. In addition, Dr. de Silva felt that the policy change would alter the purpose of the third-year review, which is a developmental process and is intended to provide guidance to the faculty member. Those faculty who are not performing could be terminated during the annual evaluation process. After discussion, Council members concurred and agreed that the policy on reappointment and non-reappointment should not be changed.

5. Revised VCCS Articulation Agreement

Charles Wilson discussed the revised VCCS guaranteed admission and transfer articulation agreement, which is scheduled for review every three years. He highlighted the changes as follows:

- A formal Letter of Intent to transfer to ODU will be submitted as part of the student's application packet.
- Specific Honors College criteria have been included in the agreement.
- There will be constant and consistent communication with the student from both institutions.
- A General Education Certificate will be required with the Associate of Applied Science (AAS) degree.
- Specificity regarding credits in technical and related major courses as well as transferable general education credits has been included in the agreement.

6. Announcements

- A. Marty Sharpe reminded Council members that SACS deadlines are approaching fast. She hopes to do a dry run of one part of the compliance audit soon. Carol Simpson asked Council members to think of ideas for QEP topics and faculty and others to serve on the various committees. Possible QEP topics and faculty to serve will be discussed at a future meeting.
- B. Carol Simpson informed Council members that the Colonial Academic Alliance will launch the CAA's on-line undergraduate research journal and develop a program for new department chairs in the coming year.