

October 7, 2010

TO: Provost's Council

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

SUBJ: Provost's Council Agenda for Tuesday, October 12, 2010

The Provost's Council will meet on Tuesday, October 12 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 minutes from the August 23 retreat (see attachment, p. 1-5)
2. Approval of the September 28 minutes (see attachment, p. 6-8)
3. Strategic Plan Goals, Targets and Progress Report (see attachment, p. 9-18)  
Marty Sharpe
4. Proposal for Evaluation of Adjunct Faculty (see attachment, p. 19)  
Marty Sharpe and Sara Morris
5. Components and Assessment of Faculty Workload
6. Proposal to Create Transitional Positions for Faculty (see attachment, p. 20)  
Chandra de Silva
7. Amended Version of the Report on Graduate Program Director Course Releases/Stipends and Review of the Section on Released Time in the Policy on GPDs to Determine if Additional Revisions are Needed (see attachments, p. 21-23)  
Chandra de Silva
8. Announcements
  - A. In Celebration of Native American Month – November 1, 2010 (see attachment, p. 24-25)
  - B. Certification of Faculty for Graduate Instruction – Deadline for publication of College policies and listing of individual faculty is October 31, 2010

PROVOST'S COUNCIL  
October 12, 2010  
Minutes

The Provost's Council met on Tuesday, October 12, 2010 from 8:30-10:00 a.m. in the Board Room in Koch Hall. Those present were Carol Simpson (Chair), Osman Akan, Richardean Benjamin, David Branch, Chandra de Silva, Heather Huling, Brenda Lewis, Bill McMahon, David Metzger, Sara Morris, Ginny O'Herron, Mike Overstreet, Marty Sharpe, Deanne Shuman, Charles Wilson, and Gil Yochum. The following agenda items were discussed.

1. The minutes from the August 23 retreat were approved.
2. The minutes from the September 28 meeting were approved.
3. Strategic Plan Goals, Targets and Progress Report

Marty Sharpe discussed the matrix on Strategic Plan Goals, Targets and Progress Report. Identified on the matrix are the individuals responsible for responding to the measures of success noted for each objective. Dr. Sharpe indicated that the baseline data is the first year of measurement. She will send an electronic copy of the matrix that highlights what the Colleges are responsible for to Council members. Responses are due November 5.

4. Proposal for Evaluation of Adjunct Faculty

Sara Morris stated that the University needs to satisfy the SACS standard on faculty evaluation that requires regular evaluation of the effectiveness of each faculty member in accord with published criteria, regardless of contractual or tenured status. She presented the following proposal in order to satisfy this standard, and Council members supported the proposal.

Each College shall establish criteria for the regular performance evaluation of adjunct faculty, identify the schedule for evaluations, and publish this information on the College website by December 1, 2010.

Dr. Morris noted that each adjunct faculty member should be made aware of the performance evaluation process; this information could be included in the appointment letter. Carol Simpson asked that each College's process for evaluation of adjunct faculty be included in the adjunct faculty handbook. A draft of the adjunct faculty handbook will be shared with the Deans and discussed at a future Provost's Council meeting when it is available.

5. Components and Assessment of Faculty Workload

Carol Simpson discussed the need to look at faculty workload. In particular, we need to determine whether we are adhering to the policy on faculty teaching load as well as whether we are equitable in the assignment of faculty teachload while allowing for other

activities in research and service. Specific areas that need to be reviewed as they relate to faculty workload are clinical and laboratory instruction, internship and practicum experiences, distance learning instruction, supervision of graduate students, and the need for year-round instruction in some programs.

Council members shared guidelines related to faculty teaching load that are in place in their Colleges. Dr. Simpson asked those Deans with published criteria for faculty teachload to share the information with the other Deans. She also noted that she will form a committee, which will be led by faculty, to work on the issue of faculty workload. Bill McMahon emphasized the need for consistency across the colleges. He suggested that the workload reports allow faculty to report all activities and then determine what counts toward the standard 12 hour teaching load. Chandra de Silva noted that the workload form may need to be revised to be able to include all activities.

6. Proposal to Create Transitional Positions for Faculty

This issue will be discussed at the next meeting.

7. Amended Version of the Report on Graduate Program Director Course Releases/Stipends and Review of the Section on Released Time in the Policy on GPDs to Determine if Additional Revisions are Needed

Chandra de Silva informed Council members that Faculty Senate Committee C supported the recommendation from the Provost's Council on Graduate Program Director Course Releases/Stipends, and they felt the proposal did not need to be returned to the full Senate. Dr. de Silva and Judy Bowman will prepare an updated version of the policy on Graduate Program Directors so that all revisions can be viewed and present the updated version at the next meeting.

8. Guidelines and Policy for Dealing with Disruptive Students

Council members reviewed the recent Faculty Senate revisions to the Guidelines and Policy for Dealing with Disruptive Students. The Senate agreed with the revisions presented originally by the Provost's Council and recommended the addition of the following statement: The instructor of record is in control of classroom behavior in all courses offered by ODU, whether in traditional or distance modes.

Judy Bowman noted Jay Wright's concerns about the statement from the Senate and his suggestion that it be revised to state that the instructor of record is expected to maintain order in the classroom in all courses offered by ODU. Several Council members also expressed concern about the use of the word control in the statement from the Senate and asked whether control was intended to convey the instructor's authority or responsibility. Judy Bowman informed Council members of several additional revisions suggested by Mary Swartz and Mike DeBowes. The policy will be revised to incorporate the suggestions made by Council members and others and returned to the Senate for additional review.

9. Announcements

- A. Carol Simpson announced that the University has an allocated maximum of 35 Eminent Scholars and all 35 positions filled. Thus, there will not be a call for nominations this year. Dr. Simpson plans to call for nominations every two years and to open an additional two Eminent Scholar slots in 2011 and possibly two more slots in 2013.
- B. Council members received information about an event on November 1 to celebrate Native American Month.
- C. Council members were reminded that the deadline for publication of College policies on certification of faculty for graduate instruction and the listing of individual faculty certified for graduate instruction is October 31.
- D. Chandra de Silva announced that Africa Day is October 14.