

February 19, 2010

TO: Provost's Council

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

SUBJ: Provost's Council Agenda for Tuesday, February 23, 2010

The Provost's Council will meet on Tuesday, February 23, 2010 in the Board Room in Koch Hall. **Please note the meeting will be held from 11:00 a.m.-12:30 p.m.** The following agenda items will be discussed.

1. Approval of the February 9 minutes (see attachment, p. 1-2)
2. Academic Program Review Process (see attachment, p. 3-13)
3. Report from the Graduate Appeals Committee on Proposed Changes in Roles, Responsibilities and Structure (see attachment, p. 14-16)
4. Revised Proposal for Distribution of Responsibilities and Accountability for Graduate Programs (see attachment, p. 17-19)
5. General Education Update (see attachments, p. 20-26)
6. Announcements/Reminders
 - A. Updated Status for College WEAVE Reports Due After Spring Break
 - B. Virginia Tidewater Consortium's 32nd Annual Summer Institute on College Teaching (see attachment, p. 27; brochures to be distributed at meeting)

PROVOST'S COUNCIL
February 23, 2010
Minutes

The Provost's Council met on Tuesday, February 23 from 11:00 a.m.-12:30 p.m. in the Board Room in Koch Hall. Those present were Carol Simpson (Chair), Nancy Bagranoff, Andrew Balas, Oktay Baysal, Andy Casiello, Chandra de Silva, Bill Graves, Phil Langlais, Brenda Lewis, Sara Morris, Ginny O'Herron, Mike Overstreet, Marty Sharpe, and Charles Wilson. The following agenda items were discussed.

1. The February 9 minutes were approved.
2. Academic Program Review Process

Marty Sharpe distributed notebooks containing updated program review data to the Deans. She asked the Deans to review the document on Academic Program Review Process that was included with the agenda, share it with their associate deans, and provide feedback prior to the next meeting. The program review document will be discussed again at the next meeting to obtain formal approval. Questions about the program review process should be directed to Carol Simpson, Marty Sharpe or Zhao Yang.

Carol Simpson noted that there are two parts to the review. The first part is a review of the productivity of all programs each year and a determination of options for programs with low productivity. The second part is the external process for the detailed review of selected programs. Dr. Simpson asked the Deans to submit a formal annual report each year. An outline of what to include in the report will be provided. Nancy Bagranoff will send Council members an outline of what is submitted to AACSB each year.

3. Report from the Graduate Appeals Committee on Proposed Changes in Roles, Responsibilities and Structure

Phil Langlais and Brenda Lewis discussed the proposal from the Graduate Administrators Council to revise the roles, responsibilities and structure of the Graduate Appeals Committee. The proposed recommendations are as follows.

- Committee members do not have to be graduate programs directors but must be certified to teach graduate courses.
- Committee members will serve three-year, staggered terms and may serve an additional three-year term.
- A seventh faculty member who is a Faculty Senator will be appointed to the committee by the Faculty Senate.
- The first-level decision of reinstatement for students will be made by the graduate program director, and the Graduate Appeals Committee will function as the second level of appeal, making it a true appeals committee. The decision of the Graduate Appeals Committee will be final.

- A question will be added to appeal applications to determine if the student's suspension is related to a current or previous Honor Code violation.
- Appeal applicants will be informed that the Committee may, when appropriate, take into consideration the quality of the student's letter for reinstatement as a factor in making its decision.

Council members approved the recommendations. Dr. Lewis will work with the Graduate Administrators Council (GAC) to revise the policy on graduate continuance to include the recommendations. The revised policy will be brought back to the Provost's Council for review.

4. Revised Proposal for Distribution of Responsibilities and Accountability for Graduate Programs

Council members reviewed and approved the revised proposal for distribution of responsibilities and accountability for graduate programs. Carol Simpson noted that the document will be the basis for what will be the structure of graduate studies. She asked the Deans to share the document with graduate program directors for feedback if they have not already done so. Judy Bowman will send the final version of the document to the Deans. The changes made by the Council to the section on graduate program director responsibilities will be returned to the Faculty Senate for additional review.

5. General Education Update

A status report of the new general education requirements to take effect in fall 2010 was included with the agenda. Carol Simpson commended Committee A members for their effort in reviewing and approving the courses comprising the revised general education program. Several of the Deans expressed concern that departments have not received enough feedback from Committee A to submit additional material for approval. Carol Simpson asked if the college representatives to Committee A could interface with departments in their college to explain what is needed and obtain the additional information. In addition, Judy Bowman will work with Ken Daley, chair of Committee A, to ensure departments receive feedback.

6. Announcements/Reminders

- A. Marty Sharpe reminded Council members that the updated status for college WEAVE reports is due after spring break. The deadline for updates for 2008-09 was set for Tuesday, March 16. Dr. Sharpe and her staff are available to help as needed.
- B. The brochure for the Virginia Tidewater Consortium's 32nd Annual Summer Institute on College Teaching was distributed. Dr. Simpson asked Council members to let her know of department chairs and others who could benefit from attending programs such as the one on college teaching. She has some funds available to support attendance at these programs.
- C. Nancy Bagranoff informed Council members that she is working on a requirement for students to have a declared major to enroll in some of the core courses in the College

of Business and Public Administration. More information will be shared with the associate deans.

- D. Oktay Baysal announced that last week was Engineers Week. The College of Engineering and Technology sponsored open houses and design contests for K-12 students.
- E. Chandra de Silva announced that Thursday, February 25 is Caribbean Day. The event is sponsored by students.