

November 4, 2011

TO: Provost's Council

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

SUBJ: Provost's Council Agenda for Tuesday, November 8, 2011

The Provost's Council will meet on Tuesday, November 8 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 October 11 minutes (see attachment, p. 1-2)
2. Approval of the October 25 minutes (see attachment, p. 3-4)
3. Faculty Handbook Revisions Committee Report (see attachment, p. 5-13)
4. Follow up on Interdisciplinary Programs and Educational Innovation at Old Dominion University: Current Status and Possible Steps (see attachment, p. 14-15)
5. Summer School
6. Announcements
  - A. Electronic transcripts for the verification of faculty credentials are considered to be "official" when requested securely and in accordance with FERPA and transmitted securely (either directly or through a reputable third party). If the transcript has been openly passed through the former student/faculty member's hands (i.e., broken seal on an envelope, no envelope, etc.), then it is not considered official.

## PROVOST'S COUNCIL

November 8, 2011

### Minutes

The Provost's Council met on Tuesday, November 8 from 8:30-10:00 a.m. in the Board Room in Koch Hall. Those present were Carol Simpson (Chair), Oktay Baysal, Nina Brown, Andy Casiello, Jim Duffy, Linda Irwin-DeVitis, Janet Katz, Gwen Lee-Thomas, Brenda Lewis, David Metzger, Shelley Mishoe, Ginny O'Herron, Renee Olander, Chris Platsoucas, Marty Sharpe, Mary Swartz, and Gil Yochum. The following agenda items were discussed.

1. The October 11 minutes were approved.
2. The October 25 minutes were approved.
3. Faculty Handbook Revisions Committee Report

Nina Brown summarized the report on revision of the Faculty Handbook submitted by the ad hoc committee. The objectives of the review were to simplify the Handbook, organize policies and procedures in sequence, bring logic and order to the presentation of current policies and procedures, and make the Handbook more user-friendly. Council members were supportive of the recommendations and discussed some of them in more detail.

- Council members agreed to follow the principle of approving implementation of policy changes and new policies effective with the semester following final approval whenever possible.
- Regarding the recommendation to print and disseminate the Faculty Handbook to faculty on an annual basis, Carol Simpson indicated that all faculty should receive a copy of the Handbook whenever a major review is done (most likely every five or seven years) and new faculty would receive a printed copy when they join ODU. The Handbook will continue to be available on the web.
- Brenda Lewis stated that the Graduate Administrators Council will review graduate policies and recommend those that should be included in the Handbook.
- Council members agreed to rename the Handbook as Teaching and Research Faculty Handbook. This will be done once a separate handbook is created for administrative and professional faculty.

Judy Bowman will be responsible for implementing the revisions to the Faculty Handbook and will work with the Faculty Senate chair to decide what is placed in the new Handbook for material other than policies recommended by the Senate and approved by the President.

4. Follow up on Interdisciplinary Programs and Educational Innovation at Old Dominion University: Current Status and Possible Steps

Council members discussed the recommendations for supporting cross-disciplinary and interdisciplinary work proposed by Chandra de Silva. They agreed on the need for a part-time position to oversee and coordinate cross-disciplinary and interdisciplinary initiatives; the position would be held by a faculty member. There was general support for all the recommendations. The next step will be to work on the specifics of the recommendations and implement them.

Carol Simpson stated that we need to be sure we have “sunset” clauses for centers. She also asked the deans to encourage department chairs to bring in people who can provide objective criticism when conducting program reviews.

#### 5. Draft Template for Joint Appointments

Council members reviewed the draft template for a memorandum of understanding for faculty who hold joint appointments. The draft template will be discussed further at the next meeting. The policy on joint appointments will be included with the agenda for the next meeting.

#### 6. Summer School

Carol Simpson encouraged the deans to make use of the campus in the summer for classes, conferences, and other activities. In particular, we would like to increase summer class offerings as a way to increase graduation rates. She asked the deans to look for bottle-neck courses as well as courses students may have difficulty with and to schedule these courses in the summer when possible. The University will have a web site to advertise the summer sessions as well as other marketing efforts. Dr. Simpson and Ellen Neufeldt will be working with a small group to increase activities on campus in the summer.

#### 7. Announcements

- A. Council members were informed that electronic transcripts for the verification of faculty credentials are considered to be “official” when requested securely and in accordance with FERPA and transmitted securely (either directly or through a reputable third party). If the transcript has been openly passed through the former student/faculty member’s hands (i.e., broken seal on an envelope, no envelope, etc.), then it is not considered official.
- B. Oktay Baysal thanked the group for their help in the recent TAC of ABET accreditation and noted that the accreditation went very well.
- C. Renee Olander reminded Council members that they will receive an invitation for the 25<sup>th</sup> anniversary celebration for the Peninsula Higher Education Center. She announced that Bob Norman and Barry Smith have announced their retirements.
- D. Shelley Mishoe announced that the BSHS program recently received first-time accreditation from the Association of University Programs in Health Administration (AUPHA).