

September 6, 2012

TO: Provost's Council

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

SUBJ: Provost's Council Agenda for Tuesday, September 11, 2012

The Provost's Council will meet on Tuesday, September 11 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 August 28 minutes (see attachment, p. 1-2)
2. Follow up on Discussion from the Provost's Council Retreat  
Chandra de Silva
3. Proposed New Policies on Disciplinary Action(s) in Lieu of Termination for Cause and Immediate Suspension – 9:00 a.m. (see attachment, p. 3)  
September Sanderlin
4. Proposed Revisions to the Policy on Faculty Teaching Load (see attachment, p. 4)
5. Proposed Revisions to the Policy on Criteria for Principal Investigators (see attachment, p. 5)
6. Announcements

PROVOST'S COUNCIL  
September 11, 2012  
Minutes

The Provost's Council met on Tuesday, September 11 from 8:30-10:00 a.m. in the Board Room in Koch Hall. Those present were Carol Simpson (Chair), Osman Akan, Ali Ardalan, Andy Casiello, Chandra de Silva, Jim Duffy, Linda Irwin-DeVitis, Brenda Lewis, Terri Mathews, Shelley Mishoe, Ginny O'Herron, September Sanderlin, and Charles Wilson. The following agenda items were discussed.

1. The August 28 minutes were approved.
2. Follow up on Discussion from the Provost's Council Retreat

Chandra de Silva provided follow-up information from the Provost's Council retreat on graduate studies and discussed matters referred to the Deans for attention, actions he has taken, and other steps to be taken. He reported that the Career Management Center has noted that ODU departments are not as active in participating in the graduate student fairs as other universities. Several of the Deans responded that ODU departments were placed in a separate location at the last fair. Carol Simpson suggested that she and Brenda Lewis meet with Ellen Neufeldt on this. Terri Mathews suggested some type of event for our own students in order to provide information on graduate school. Carol Simpson recommended doing this type of event at the college level.

Carol Simpson stressed the importance of six-year graduation rates for graduate students and asked the Deans to identify hurdles and work to reduce them. She also asked the Deans to continue to work on interdisciplinary programs.

3. Proposed New Policy on Disciplinary Action(s) in Lieu of Termination for Cause and Immediate Suspension

September Sanderlin discussed the proposed new policy on Disciplinary Action(s) in Lieu of Termination for Cause and Immediate Suspension. She noted that, while there is a defined process for disciplinary actions for classified employees, such a process does not exist for administrative and professional faculty. Several revisions were suggested. Judy Bowman and September Sanderlin will work on a revised document for discussion at a future meeting.

4. Proposed Revisions to the Policy on Faculty Teaching Load

Council members discussed and approved proposed revisions to the policy on Faculty Teaching Load. The current policy states that faculty members may request to carry a teaching load beyond the 24 load hours per academic year, but it does not state who approves such requests. The revised version states that the Provost and Vice President for Academic Affairs is responsible for approving

these requests on the recommendation of the Chair and Dean. The Council's recommendation will be forwarded to the Faculty Senate for review.

5. Proposed Revisions to the Policy on Criteria for Principal Investigators

Council members discussed the proposed revisions to the Policy on Criteria for Principal Investigators (formerly Qualifications for Service as a Principal Investigator). Some of the revisions were proposed by the Faculty Senate's Faculty Handbook Review Committee. Other revisions are the result of previous discussion at Provost's Council and revisions already forwarded to the Senate. Council members suggested several additional revisions. The policy, including all proposed revisions, will be forwarded to the Faculty Senate for review.

6. Announcements

A. Carol Simpson asked the Deans to think about the proposed revisions to the Policy on Curricular Changes, New Courses and Course Changes for discussion at the next meeting. Specifically, language related to noncredit certificates and how noncredit coursework could count toward a credit-bearing program needs to be included in our policies.