

October 19, 2007

TO: Provost's Council

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

SUBJ: Provost's Council Agenda for Tuesday, October 23, 2007

The Provost's Council will meet on Tuesday, October 23 from 9:00-10:00 a.m. in the Board Room in Koch Hall. The following agenda items will be discussed.

1. Approval of the October 9 minutes (see attachment, p. 1-3)
2. Workshop for New Chairs (see attachment, p. 4-6)  
M'hammed Abdous
3. Proposed Change to the Policy on Tenure (see attachment, p. 7)
4. Faculty Senate Issue 2006/7-13, Policy for Use of Fixed-Price Contract Residuals (see attachment, p. 8-10) – 9:30 a.m.  
Mohammad Karim
5. Composition of Dissertation Committees (attachment will be forwarded separately)  
Phil Langlais
6. Update on Doctoral Mentoring Awards  
Phil Langlais
7. Update on SCGS Nomination for Outstanding Master's Thesis  
Phil Langlais
8. Update on Graduate College  
Phil Langlais
9. Other Business

## PROVOST'S COUNCIL

October 23, 2007

### Minutes

The Provost's Council met on Tuesday, October 23 from 9:00-10:00 a.m. in the Board Room in Koch Hall. Those present were Tom Isenhour (Chair), M'hammed Abdous, Nancy Bagranoff, Andrew Balas, Oktay Baysal, Chandra de Silva, Bill Drewry, Bill Graves, Phil Langlais, Ginny O'Herron, Chris Platsoucas, and Charles Wilson. The following agenda items were discussed.

1. The October 9 minutes were approved.
2. Workshop for New Chairs

M'hammed Abdous presented an outline of topics to be included in an on-line workshop for new department chairs. The deans suggested several additional topics for inclusion: enrollment management, recruitment and retention of students, advising, student relations, external support, fund raising/donor relations, faculty scholarship, faculty development, recruitment of new faculty, promotion of faculty research, tenure and promotion, and orientation to Banner. The deans were asked to recommend department chairs to work on developing the modules for the workshop. They were also asked to obtain input from department chairs on the suggested topics for discussion at the next meeting.

3. Proposed Change to the Policy on Tenure

Council members discussed and approved a revision to the Policy on Tenure dealing with the addition of documentation to a faculty member's portfolio for tenure and promotion. They agreed with the modified language as proposed by the Faculty Senate.

4. Faculty Senate Issue 2006/7-13, Policy for Use of Fixed-Price Contract Residuals

Mohammad Karim, Vice President for Research, discussed the Faculty Senate's recommendation to establish a Policy for Use of Fixed-Price Contract Residuals. There are no written guidelines concerning the handling of residual funds left from fixed-price contracts. The policy as recommended originally by Dr. Karim would allow the researcher to use residuals for summer salary for a period not to exceed two years upon approval from the Office of Research. However, the Faculty Senate recommended the two-year limitation be changed to four years. Dr. Karim noted that a period of more than two years would not be acceptable to the auditors.

Council members supported the original recommendation with a two-year period for the researcher to use residuals for summer salary. In addition, Council members recommended that the policy be revised to include purchased released time for regular semester salaries. The Council's recommendation will be forwarded to President Runte.

5. Composition of Dissertation Committees

Phil Langlais presented a revised statement from the Graduate Catalog on Dissertation Committees. The revisions address the definition of faculty who can serve on dissertation committees and their qualifications, the committee's membership, and the ability to co-chair the committee. Nancy Bagranoff expressed concern about the provision that one Old Dominion University full-time faculty member serving on the committee must be recruited from outside of the student's department/school. This requirement is difficult to meet when there are multiple disciplines within one academic department. Council members agreed to revise the provision to state that one full-time faculty member must be recruited from outside of the student's major. The Council's recommendation will be forwarded to the Faculty Senate.

6. Update on Doctoral Mentoring Awards

Phil Langlais noted that there are not many nominations for the doctoral mentoring awards. He asked for the deans' help in submitting more nominations. The deadline for nominations is November 5.

7. Update on CSGS Nomination for Outstanding Master's Thesis

Phil Langlais asked for the deans' help in getting nominations for the CSGS Outstanding Master's Thesis. No nominations have been submitted. The deans asked if anything could be done to simplify the amount of paperwork required for various nomination processes. They agreed to discuss with chairs any ideas for simplifying the process. This issue will be discussed again at the next meeting.

8. Update on Graduate College

Phil Langlais provided an update on the Graduate College. The committee looking at the formation of a Graduate College will be comprised of the GAC membership, Nancy Cooley, Mohammad Karim, and representatives from the Faculty Senate. Once the Senate representatives are named, Dr. Langlais will call the group's first meeting. He will keep the deans up to date on the committee's work.

9. Other Business

- A. Judy Bowman announced that the President and Provost will be having lunch with small groups of faculty during the year. She will send information to the deans and ask for their recommendations of faculty to attend these lunches.