

July 3, 2007

TO: Provost's Council

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

SUBJ: Provost's Council Agenda for Tuesday, July 10, 2007

The Provost's Council will meet on Tuesday, July 10 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 June 12 minutes (see attachment, p. 1-2)
2. Update on the Tri-Cities Center  
Barry Smith
3. Faculty Salary Peer Group  
Marty Sharpe
4. Implementation of the Faculty Information System  
Marty Sharpe
5. Proposed Changes to the Policy on Emeritus Appointments (see attachment, p. 3)
6. Classification Specifications for College Deans, Associate Deans and Assistant Deans (see attachment, p. 4-9)
7. Other Business
  - A. Administrative Retreat – Tuesday, August 14, 2007
  - B. New Faculty Orientation – Friday, August 24, 7:30 a.m.-2:00 p.m.

PROVOST'S COUNCIL  
July 10, 2007  
Minutes

The Provost's Council met on Tuesday, July 10 from 8:30-9:30 a.m. in the Board Room in Koch Hall. Those present were Tom Isenhour (Chair), Osman Akan, Nancy Bagranoff, Debbie Bauman, David Branch, Nancy Cooley, Chandra de Silva, Bill Drewry, Ginny O'Herron, Joe Rule, and Charles Wilson. The following agenda items were discussed.

1. The June 12 minutes were approved.
2. Update on the Tri-Cities Center

Barry Smith, Director of the Tri-Cities Center, provided Council members with an update on the new center, which will open on August 25. The Center will house five TELETECHNET classrooms, eight virtual classrooms, three computer labs, and other services. Partnerships with Portsmouth and Suffolk schools are being developed. Enrollment is up for fall 2007, with more technology-delivered courses and 12 live courses. Mr. Smith asked for the deans' assistance in scheduling more live classes for the spring 2008 semester. A Provost's Council meeting will be scheduled at the Center once it opens.

3. Faculty Salary Peer Group

Marty Smith Sharpe provided information on the new faculty salary peer group for Old Dominion University and the process by which the new peers were selected. The average faculty salary at Old Dominion is \$72,500. The 60<sup>th</sup> percentile for our peer group, which is \$76,903, will become our target when raises are set.

4. Implementation of the Faculty Information System

Marty Smith Sharpe presented information on Digital Measures, a customizable online information management system designed to assist colleges and universities in managing and reporting on their faculty and staff's teaching, research and service activities. She will be working with Materiel Management to justify a sole source bid to purchase the product. She will also design an implementation plan and work with the Office of Research to customize the system. Hopefully, the system will be implemented in several of the colleges by late fall and all colleges by the end of the academic year. Tom Isenhour asked the deans to inform department chairs and faculty about the system and the need for all faculty members to participate.

5. Proposed Changes to the Policy on Emeritus Appointments

Members of the Provost's Council discussed and endorsed the proposed revisions to the policy on Emeritus Appointments. The proposed revisions would allow faculty who retire as senior lecturers to be awarded emeritus status. Senior lecturer is a full-time rank that requires an appropriate master's degree, demonstrated expertise in the field, a sustained record of effective performance in teaching and professional service, evidence of continued development and study in the field, and a minimum of five years' experience at the rank of lecturer or equivalent. The Council's recommendation will be forwarded to President Runte.

6. Classification Specifications for College Deans, Associate Deans and Assistant Deans

Tom Isenhour made Council members aware of minor changes that have been made to the classification specifications for college deans, associate deans and assistant deans. The deans were supportive of the changes. The revised documents will be forwarded to Human Resources.

7. Early Alert Grades

Tom Isenhour informed Council members that faculty members teaching 100- and 200-level courses will be asked to load grades to Leo Online by the beginning of the fifth week of the semester starting in the fall 2007 semester. Students whose grades show they are not succeeding will be contacted by the University College advisor in their college or an advisor in the Center for Major Exploration to develop mutually agreed-upon strategies for achieving academic success and improve retention. Dr. Isenhour asked for the deans' assistance in making department chairs and faculty aware of the early alert grades process.

8. Other Business

- A. Council members were reminded that the President's Administrative Retreat is August 14 and New Faculty Orientation is August 24.
- B. Nancy Cooley distributed information about the 2008 Virginia Outstanding Faculty Awards and a list of potential nominees.