

November 6, 2008

TO: Provost's Council

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

SUBJ: Provost's Council Agenda for Tuesday, November 11, 2008

The Provost's Council will meet on Tuesday, November 11, 2008 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 minutes of the October 28 meeting (see attachment, p. 1-3)
2. Overview of F&A Allocation – Mohammad Karim
3. Budget – Bill McMahon
4. Program Review Process – Marty Sharpe
5. Level II Authority Update – Marty Sharpe
6. Proposed Revisions to the Policy on Academic Rank and Promotion in Rank, the Policy on Tenure, and the Schedule for Faculty Seeking Tenure (attachments will be forwarded separately)
7. Faculty Senate Issue 2008/9-7, Change to the Promotion and Tenure Document Related to External Reviews (see attachment, p. 4-7)
8. Faculty Senate Issue 2007/8-21, Enrollment Limitations for Students Involved in Judicial Proceedings (see attachment, p. 8-10)
9. Current Student Disciplinary Policies and Procedures as Revised June 13, 2008 (see attachment, p. 11-31)
10. Announcements
  - A. Noncredit Operations moving to the Registrar's Office
  - B. University College will be Responsible for the Learning Assessment Lab in Gornto

## PROVOST'S COUNCIL

November 11, 2008

### Minutes

The Provost's Council met on Tuesday, November 11, 2008 from 8:30-10:00 a.m. in the Board Room in Koch Hall. Those present were Carol Simpson (Chair), Nancy Bagranoff, Andrew Balas, Oktay Baysal, Paul Champagne, Nancy Cooley, Chandra de Silva, Bill Graves, Phil Langlais, Ann Pettingill, Chris Platsoucas, and Charles Wilson. The following agenda items were discussed.

1. The October 28 minutes were approved.
2. Overview of F&A Allocation

Mohammad Karim presented information on the calculation and distribution of the F&A allocation. Highlights from the past year include the following: the University negotiated an increase in the F&A rate from 42% to 50%, which is effective until June 30, 2009; the University negotiated an IPA F&A rate at 3%; submissions in FY 08 totaled \$240 million, the highest amount ever; the Bioelectrics Center and the Vision Lab received a large federal appropriation for wound healing; and there has been a major agency shift with more proposals submitted to DoED and NIH. Inputs that determine the F&A rate are building depreciation, equipment depreciation, operations and maintenance, interest expense, general administration, sponsored programs administration, and the library (users and FTE salary/wages).

Dr. Karim showed Council members ODU's F&A rate compared with other institutions, ODU's F&A distribution compared with other institutions, the breakdown of ODU's administrative and academic F&A distribution, and account balances for each college. He also informed Council members of investments by the Office of Research during FY 08 in the following areas: start-up funds, matching funds, equipment, faculty intramural grants, National Lambda Rail, and the Commonwealth transportation project. The Deans were asked to contact Dr. Karim with any questions.

3. Budget

Bill McMahon discussed the next round of budget reductions. Council members received instructions to plan for an additional 10% reduction. They were asked to review budget reduction plans submitted previously and make adjustments as needed. The reductions should be submitted in priority order and are due in the Office of Academic Affairs by November 25. Regarding notification to faculty who may not be reappointed, Bill McMahon will ask legal counsel about standard language to include in reappointment/nonreappointment letters. Carol Simpson encouraged entrepreneurial activity and asked the Deans to be judicious in the use of adjunct faculty. She also encouraged looking at ways to consolidate support staff while making sure we continue

to serve the students. Nancy Cooley asked the Deans for any feedback regarding cuts in the distance learning area in an effort to do the least damage to the colleges.

4. Program Review Process

Marty Sharpe reminded Council members that she is looking for input on the program review process and the data being used to support the process. She is working on getting data regarding the cost per major as well as course sections and enrollment. Nancy Cooley asked that data regarding distance learning be included, and Dr. Sharpe agreed.

5. Level II Authority Update

Marty Sharpe informed Council members that we have submitted the request for Level II Authority to SCHEV for their review. She distributed a handout describing the two academic measures we submitted, which were to improve the strategy for course offerings and scheduling to improve high demand course availability and improve access to high demand programs by increasing the number of online program offerings. Nancy Cooley suggested that the program review include a review of distance learning offerings and programs. Dr. Sharpe will work to include the distance learning programs in the review process.

6. Proposed Revisions to the Policy on Academic Rank and Promotion in Rank, the Policy on Tenure, and the Schedule for Faculty Seeking Tenure

Council members received a copy of the proposed revisions to the Policy on Academic Rank and Promotion in Rank, the Policy on Tenure, and the Schedule for Faculty Seeking Tenure. The proposed revisions have been forwarded to the Senate for review. Council members asked about section II.B.4.b. of the policy on academic rank and promotion in rank, which contains two options for those cases when no departmental faculty hold the rank of professor. Carol Simpson noted that two options were included in the proposed revisions for discussion purposes, but the final policy will contain only one of the options. The Deans expressed concern about Option 1. They felt that requiring three additional letters from external reviewers would be an additional burden. They also felt Option 1 might send a message that research is more important than teaching and service. The Council's recommendation will be held until the Senate concludes its review.

7. Faculty Senate Issue 2008/9-7, Change to the Promotion and Tenure Document Related to External Reviews

Council members discussed the recommendation from the Faculty Senate that the following statement be added to the promotion and tenure policies.

External reviewers with academic positions must hold the same rank or higher than the promotion rank for which the faculty member is being considered.

Council members supported the concept but expressed concern about the difficulty in finding external reviewers at the same rank of higher, especially in specialized fields. In

some cases, a leading person in a particular field may be at the associate professor rank. They suggested that the statement be revised as follows.

External reviewers with academic positions will ~~must~~ hold the same rank or higher than the promotion rank for which the faculty member is being considered; exceptions should be justified by the dean.

The Council's recommendation will be held until the Senate concludes its review of the proposed revisions noted in agenda item 6.

8. Faculty Senate Issue 2007/8-21, Enrollment Limitations for Students Involved in Judicial Proceedings

This issue will be discussed at the next meeting

9. Current Student Disciplinary Policies and Procedures as Revised June 13, 2008

This issue will be discussed at the next meeting.

10. Announcements

A. Carol Simpson informed the Deans that there were 8,000 missing mid-term grades. She asked them to follow up with faculty once they receive the list from Mary Swartz.

B. Charles Wilson noted that the University Professors committee has started its deliberations.