

December 18, 2008

TO: Provost's Council

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

SUBJ: Meeting with Provost's Council and Associate Deans – December 19, 2008

The Provost's Council and the Associate Deans will meet on Friday, December 19, 2008 from 10:30 a.m.-12:00 noon in Education 118. The primary topic for discussion is the academic program review and strategic planning process. Several additional items will also be discussed. The complete agenda is as follows.

1. Proposed Policy on Resale of Sample Textbooks and Materials (see attachment, p. 1)
2. Discussion on whether we should make changes to Commencement
3. Academic Program Review and Strategic Planning Processes (see attachments, p. 2-32)

Marty Smith Sharpe, Phil Langlais and Nancy Cooley

PROVOST'S COUNCIL  
December 19, 2008  
Minutes

The Provost's Council and the Associate Deans met on Friday, December 19, 2008 from 8:30-10:00 a.m. in Webb Center. Those present were Carol Simpson (Chair), Ali Ardalan, Nancy Bagranoff, Andrew Balas, Oktay Baysal, David Branch, Chandra de Silva, Bill Graves, Sharon Judge, Janet Katz, Phil Langlais, Brenda Stevenson Marshall, Terri Mathews, Bill McMahon, David Metzger, Ginny O'Herron, Chris Osgood, Mike Overstreet, Rick Patterson, Ann Pettingill, Chris Platsoucas, Marty Sharpe, Linda Vahala, Charles Wilson, and Robert Wojtowicz. The following agenda items were discussed.

1. Proposed Policy on Resale of Sample Textbooks and Materials

The proposed policy on Resale of Sample Textbooks and Materials was endorsed by the group and will be forwarded to the Faculty Senate for review.

2. Discussion on Possible Changes to Commencement

Carol Simpson asked for input from the group on whether changes to Commencement should be made. There has been discussion on the possibility of returning to one ceremony and then disbursing to the colleges for individual ceremonies. The deans like the college ceremonies because they are more intimate, provide opportunities for the colleges, and would lead to more faculty participation. However, they expressed concern about the cost and the lack of space to hold individual college ceremonies. Chandra de Silva suggested looking at the current model to see if modifications can be made to increase faculty participation. Perhaps the department chair or graduate program director could have a role and be involved when students from the department or program walk across the stage. It was also suggested that we look at what other institutions our size do for Commencement. Dr. Simpson will forward input from the deans to President Broderick.

3. Academic Program Review and Strategic Planning Processes

Carol Simpson discussed the strategic planning process, which will begin in January and result in a strategic plan for the next five years by the end of the spring 2009 semester. The University's mission statement will be reviewed in an effort to better define our overall mission. The next step will be to determine the vision behind our mission statement, our goals and the strategies to achieve those goals. In developing the strategies, we should look at affordability, practicality, and efficiency. There will be objectives for each strategy, and goals will be developed at the college and unit level; department goals should mesh with the college goals and college goals with the University's goals.

Dr. Simpson noted there will be an internal and external environmental scan that will be used to measure the health of our current system. Phil Langlais and Marty Sharpe have

worked on the internal scan. Advisory boards should be involved in the external scan. An external evaluation is underway now as part of the search process for the selection of the next president. Dr. Simpson emphasized that we need to build on our strengths. If weaker areas are identified, we need strategies to make these areas stronger or strategies to phase them out. She advised the deans to think of the future and where threats will come from.

Committees will be formed to work on the strategic plan, and department chairs will be included on the steering committee. Dr. Simpson asked the deans to send her suggestions of faculty to serve as committee members and committee chairs. Individuals outside of Academic Affairs will be involved as needed so that the strategic plans across the University will be consistent.

The strategic planning process will result in written documents at the department, college and University level. Assignments of those responsible for the different areas of the plan will be noted, and deadlines for completion will be included. The strategic plan will be reviewed annually, and this process will tie in to the SACS reaccreditation process, which will start internally in summer 2009.

Marty Sharpe discussed the agenda attachments related to the academic program review process. Notebooks containing data on the following were distributed to each college: budget, faculty, course offerings, student credit hours generated, research expenditures, major enrollment and degree productivity, assessment plans, student satisfaction results, average time to degree for native undergraduate students, graduate admission statistics, graduate student assistantships, doctoral completion rates, and doctoral attrition rates. Colleges can bring forward additional information as appropriate.

Dr. Sharpe asked the deans and associate deans to review the data. She added that she is working on a calculation of the departmental cost per credit hour by level and will provide the data and an explanation of the calculation to the deans and associate deans. Carol Simpson emphasized that the data are provided for use in developing the strategic plans in the colleges. The data on student credit hours and the cost of programs will vary and is intended to show the deans where resources are being used; these data do not necessarily mean that costly programs will go away. She asked the deans and associate deans to contact Dr. Sharpe with any questions about the data. In addition, Dr. Sharpe will schedule working sessions with the colleges to review program review data.

Phil Langlais discussed the following agenda items related to graduate programs: the vision, mission, values, guiding principles, and goals of the Office of Graduate Studies, the GAC Task Force on Graduate Administration Final Report, information on the Strategic Enrollment Management Graduate Committee and enrollment targets, and a handout on determining the number of TAs needed to deliver instruction in spring 2009, summer 2009, and fall 2009. Carol Simpson emphasized the need to ensure we have the appropriate number of TAs to meet the instructional needs of the undergraduate population, especially in core classes. She noted that there must be a TA for individual labs or discussion sections rather than one TA covering more than one lab or section at

the same time. This may result in faculty teaching some lab or discussion sections. Once the need for TAs is determined, Academic Affairs will do its best to meet that need.

Dr. Langlais distributed a notebook to each dean that included data on the Ph.D. completion project. He noted that the methodology used is the same as the methodology used by the Council of Graduate Schools. The data are intended to be tools to help colleges and departments evaluate their graduate programs and compare them to other programs.

The final agenda attachment related to strategic planning and program review included a listing of ODU programs to be considered for distance learning development and delivery for 2009-10, 2010-11, and 2011-12. Rick Patterson asked the deans to keep these programs in mind as they develop their strategic plans.

Chandra de Silva asked how strategic planning can be tied to admission when the deans don't know the target for undergraduate enrollment. Dr. Simpson responded that she believes the number of admitted freshmen and transfer students will be slightly smaller than in recent years, but overall enrollment may be slightly larger as we have succeeded in improving our retention rate.

Regarding the document on budget initiatives, Dr. Simpson reminded the deans that any request for resources should be tightly linked to the outcome of the Strategic Enrollment Management Committees. Some information on these outcomes is available online. Any budget requests should build on strengths, be strategic, and provide an opportunity to make change.