

April 2, 2008

TO: Provost's Council

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

SUBJ: Provost's Council Agenda for Tuesday, April 8

The Provost's Council will meet on Tuesday, April 8 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 March 25 minutes (will be sent as separate attachment)
2. Discussion with John Broderick
3. Faculty Evaluation of Deans (see attachment, p. 1-3)
4. Faculty Senate Issue 2007/8-15, Proposed Revision of the Grade Forgiveness Policy (see attachment, p. 4-9)
5. Faculty Senate Issue 2007/8-19, Course Policy Changes (see attachment, p. 10-22)
 - a. System of Grading (p. 11-15)
 - b. Grade Forgiveness (p. 16-18)
 - c. Withdrawal from Classes (p. 19-20)
 - d. Administrative Withdrawal (not included; returned to committee)
 - e. Guidelines on Grade Adjustments (p. 21-22)
6. Proposed Revisions to the Policy on Self-Supporting Research Positions (see attachment, p. 23-24)
7. Proposed Revisions to Qualifications for Service as a Principal Investigator (see attachment, p. 25)
8. Proposed Changes to the Policy on Intellectual Property (formerly Policy on Patents and Copyrights) (see attachment, p. 26-31)
9. Retention Plans in University College and the Academic Colleges (see attachment, p. 32-40)

PROVOST'S COUNCIL

April 8, 2008

Minutes

The Provost's Council met on Tuesday, April 8 from 8:30-10:15 a.m. in the Board Room in Koch Hall. Those present were Carol Simpson (Chair), Ali Ardalani, 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 March 25 minutes were approved.
2. Discussion with John Broderick

John Broderick updated Council members on activities in the Institutional Advancement area.

- He distributed copies of some of the publications, including the Alumni Magazine that was published with a cover page and information specific to each college. He suggested that we publish the college-specific magazines once a year and will follow up with the deans to determine if they want to continue them. If so, the cost would be \$1,500 per college.
- He highlighted the latest issue of Quest, which had an article from each of the colleges. He also noted that we have begun branding our publications.
- Regarding the budget and the General Assembly, Mr. Broderick noted that Old Dominion has six building projects in the hopper. The House or Senate versions are more favorable because the Governor's budget calls for a referendum on all building projects for higher education. He also indicated that we are working to restore \$2.5 million for VMASC faculty.
- In the Admissions area, applications are up about 10% overall and 15% for first-year students. The projected size of the 2008 freshman class is 2,700.
- Mr. Broderick encouraged the deans to call Public Safety and Institutional Advancement if there are concerns or questions related to safety issues.

Oktay Baysal asked if the Institutional Advancement Office could develop a standard package of materials for the colleges to use when recruiting new faculty. Information about the University, the Hampton Roads area, school systems, and job opportunities would be useful. Mr. Broderick will ask Jennifer Mullen to meet with some of the deans to develop the recruitment packages. Andrew Balas asked about the development of a publication to highlight Old Dominion's contribution to economic development in the region. Mr. Broderick responded that he would like to get an independent assessment of the University's value to the region in order to publicize this information.

The deans also asked about increasing admissions standards, especially given the increase in applications and the projections that the college-age population will decline. Mr. Broderick indicated that one of the items for discussion with the new president will be an enrollment plan for the University.

3. Faculty Evaluation of Deans

Carol Simpson asked for the deans' input on the questions developed for evaluation of the deans. The questions can be tweaked from college to college. In addition to several editorial revisions, the deans made the following comments and suggestions.

- An item recognizing the dean's responsibilities toward students could be added.
- The items on the evaluation instrument focus on the dean as a manager. It was suggested that the instrument be revised to include executive leadership.

When the evaluation is sent to the faculty, it will include the job description for each dean. Carol Simpson asked each of the deans to provide her with a paragraph on their position responsibilities and any mandates specific to their college by Friday, April 11. Judy Bowman will send the deans any existing position descriptions that are on file with Human Resources.

4. Faculty Senate Issue 2007/8-15, Proposed Revision of the Grade Forgiveness Policy

Council members discussed and endorsed the recommendation from the Faculty Senate to revise the grade forgiveness policy. The revision limits the use of grade forgiveness to five courses. The Council's recommendation will be forwarded to President Runte.

5. Faculty Senate Issue 2007/8-19, Course Policy Changes

a. System of Grading

Council members discussed and endorsed the recommendation from the Faculty Senate to revise the policy on System of Grading. The revisions are intended to reorder and clarify the policy in several areas. The policy has been updated to include the change to the deadline for withdrawal from classes from the eighth week to the tenth week of classes (item c of this issue). In addition, the original "Progress Report" section has been split into two parts, one on mid-semester feedback (for all students) and one on interim academic evaluation (for students in 100/200 level courses). The section titled interim academic evaluation reflects changes needed to include the new requirement to post grades for 100- and 200-

level courses implemented in fall 2007 and spring 2008. The Council's recommendation will be forwarded to President Runte.

The deans asked that the section of the policy on mid-semester feedback be reviewed in the coming year to address clinical programs and to be sure that providing mid-semester feedback also applies to graduate students.

b. Grade Forgiveness

Council members discussed and endorsed the recommendation from the Faculty Senate to revise the grade forgiveness policy. The revision is needed so that the grade forgiveness policy is consistent with the Student Disciplinary Policies and Procedures, which state that students may not utilize the grade forgiveness policy to retake a class in which academic dishonesty occurs. The Council's recommendation will be forwarded to President Runte.

c. Withdrawal from Classes

Council members discussed and endorsed the recommendation from the Faculty Senate to revise the policy on Withdrawal from Classes. The revision moves the date for withdrawal from classes from the eighth week to the tenth week of the semester. This will provide more time for students to receive graded work in order to make decisions on whether to withdraw from a course, and University officials will have additional time to contact students for counseling and/or assistance. For students with financial aid awards, the change may lower the amount of reduced aid caused by withdrawal from a class or withdrawal from all classes. The Council's recommendation will be forwarded to President Runte.

The deans asked that the WF grade be reviewed in the coming year to determine if it is needed since it has the same effect as a grade of F.

d. Guidelines on Grade Adjustments

Council members discussed and endorsed the recommendation from the Faculty Senate to revise the policy on Guidelines and Procedures for Grade Adjustments for Nonacademic Reasons. The revision updates the policy to include the on-line process for grade changes and to clarify the differences between changes made on-line and on paper. Also, several sections of the policy have been removed because they are covered in other policies or are out of date and no longer needed. The Council's recommendation will be forwarded to President Runte.

6. Proposed Revisions to the Policy on Self-Supporting Research Positions

Council members discussed the proposed revisions to the Policy on Self-Supporting Research Positions and suggested that the first paragraph be revised to clarify the difference between an SSRP position and a research professor. The proposed changes have also been forwarded to the Faculty Senate for review.

7. Proposed Revisions to Qualifications for Service as a Principal Investigator

Council members discussed the proposed revisions to the Qualifications for Service as a Principal Investigator. They suggested that the section on requests for exceptions be revised so that exceptions in the Academic Affairs area are requested by the unit head rather than the department/school chair since some principal investigators do not report to a department/school chair. The proposed changes have also been forwarded to the Faculty Senate for review.

8. Proposed Changes to the Policy on Intellectual Property (formerly Policy on Patents and Copyrights)

This issue will be discussed at the next meeting. The deans suggested that members of the Patent and Copyright Committee be invited for the discussion.

9. Retention Plans in University College and the Academic Colleges

This issue will be discussed at the next meeting.

10. Other Business

Judy Bowman announced that there will be a retreat for members of the Provost's Council on Tuesday, May 13 to discuss assessment and accreditation issues. The retreat will be held at the Tri-Cities Center. The deans may bring their associate/assistant dean if they wish.