

July 3, 2008

TO: Provost's Council

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

SUBJ: Provost's Council Agenda for Tuesday, July 8, 2008

The Provost's Council will meet on Tuesday, July 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 minutes from the May 12 Provost's Council retreat (see attachment, p. 1-6)
2. Approval of the June 17 minutes (see attachment, p. 7-9)
3. Faculty Activity System Implementation
Marty Sharpe
4. SCHEV Outstanding Faculty Awards (see attachment, p. 10-12)
5. Fall Registration Numbers
6. Other Business
 - A. VADE (Virginia Association for Developmental Education) Southwestern Regional Conference (co-sponsored by the Virginia Tech Center for Academic Enrichment and Excellence) on "First Year Experience Through the Eyes of Two-Year and Four-Year Institutions" – Friday, September 26 at Virginia Tech
 - B. Update on Satellite Failure

PROVOST'S COUNCIL

July 8, 2008

Minutes

The Provost's Council met on Tuesday, July 8, 2008 from 8:30-10:00 a.m. in the Board Room in Koch Hall. Those present were Carol Simpson (Chair), Osman Akan, Nancy Bagranoff, Andrew Balas, Nancy Cooley, Chandra de Silva, Bill Graves, Brenda Lewis, Ginny O'Herron, Chris Platsoucas, Marty Sharpe, and Charles Wilson. The following agenda items were discussed.

1. The minutes from the May 12 Provost's Council retreat were approved. Several follow-up items from the retreat were discussed. Carol Simpson noted that funding for undergraduate advisors in the summer is not available this year. This item will need to be part of next year's budget request. However, additional funding for tutoring is available this year. Tutors in University College and the Math/Science Resource Center will be identified and trained. Nancy Bagranoff asked that University College provide tutoring in business subjects, such as accounting and economics. Dr. Simpson also asked that faculty track attendance in their classes in an effort to improve retention and identify problems students may be experiencing. University College staff are investigating the cost of scanners that could be used in introductory math classes to track attendance.

Regarding the discussion on assessment, Carol Simpson noted that she and Marty Sharpe have been asked to develop a strategy for the next strategic plan. She encouraged the deans to review their college's strategic plan and to update the plan as needed. Marty Sharpe stressed the need to design a process that will include bottom-up ideas as much as possible. In addition, the timeline for the strategic planning process needs to be in sync with state planning. The deans were asked to think about the process for developing the next strategic plan and to communicate their ideas to Dr. Simpson. Ginny O'Herron stressed the importance of the involvement and participation of the Library staff in developing the strategic plan. Nancy Cooley suggested that the Provost's Council establish guiding principles in preparation for the strategic planning effort.

Marty Sharpe reminded Council members that Alice McAdory has been given responsibility for the University's enrollment management efforts. Dr. Sharpe will provide staff support. Subcommittees will be formed to work on the University's enrollment plan. The goal is to have the plan in place before the new President arrives.

2. The minutes of the June 17 meeting were approved.

Regarding the third-year review process for department chairs as discussed at the June 17 meeting, Bill Graves reported that he shared information about the review process in his college with the chair of the Faculty Senate who indicated that the Senate did not need to be involved.

3. Faculty Activity System Implementation

Marty Sharpe provided an update on the implementation of the Faculty Activity System. Faculty user accounts have been created for all faculty active in Spring 2008.

Education/degrees and personal and current rank information have been uploaded to the system from Human Resources and the FACFILE. The colleges of Education and Business and Public Administration have made substantial progress in entering faculty vitae they have collected with centralized data entry. Following the initial entry, faculty will review and amend the information and keep it up to date. Work will begin as soon as possible in the remaining four colleges with a goal of completing data entry by the end of the calendar year, December 2008. Information on faculty credentials is critical in the reaccreditation effort.

Dr. Sharpe distributed the SACS documents on Faculty Credentials Guidelines and the Faculty Roster Instructions for Reporting the Qualifications of Full-time and Part-time Faculty. She stressed the importance of beginning the work on faculty credentials now.

4. SCHEV Outstanding Faculty Awards

Carol Simpson reminded the deans about the outstanding faculty awards and encouraged them to nominate faculty. David Hager will coordinate the process this year.

5. Fall Registration Numbers

Marty Sharpe distributed the most recent Fall Enrollment Tracking Report. She anticipates a freshman class of approximately 2,700, but the number of new transfer students is lower than last year. She also indicated she expects an overall enrollment increase for Fall 2008.

6. Other Business

A. Information on the VADE (Virginia Association for Developmental Education) Southwestern Regional Conference was included with the agenda.

B. Nancy Cooley provided an update on the recent technical failure of the satellite that the University uses for the delivery of courses. Some students were moved to video streaming, and alternative satellite space was found.

C. Nancy Cooley distributed a list of distance learning sites with two-way capability and asked for input on whether courses should be restricted to some of these sites, such as the higher education centers. The deans felt that classes should not be restricted to certain sites. When these courses are scheduled, they should specify all locations with two-way capability up to the enrollment cap for the class.