

August 21, 2008

TO: Provost's Council

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

SUBJ: Provost's Council Agenda for Tuesday, August 26, 2008

The Provost's Council will meet on Tuesday, August 26, 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 August 12 minutes (see attachment, p. 1-2)
2. Proposal document development, department/college review and application submission deadlines (see attachment, p. 3-6)  
Kate Ferguson
3. Vision, Mission, Goals and Objectives for Graduate Studies (see attachment, p. 7-9)  
Phil Langlais
4. GTA Institute and Faculty Participation  
Phil Langlais
5. Budget Process and Prioritization

PROVOST'S COUNCIL  
August 26, 2008  
Minutes

The Provost's Council met on Tuesday, August 26, 2008 from 8:30-10:15 a.m. in the Board Room in Koch Hall. Those present were Carol Simpson (Chair), Ali Ardalan, Andrew Balas, Oktay Baysal, Paul Champagne, Nancy Cooley, Chandra de Silva, Bill Graves, Phil Langlais, Ginny O'Herron, Chris Platsoucas, Marty Sharpe, and Charles Wilson. The following agenda items were discussed.

1. The August 12 minutes were approved.
2. Proposal Document Development, Department/College Review and Application Submission Deadlines

Kate Ferguson, Director of Research Development, met with the Council to discuss a proposal from the Office of Research (ODUOR) and the Research Foundation (ODURF) to establish an internal submission deadline for research and sponsored programs applications to external organizations. The proposal is based on the need to support an increasing number of proposal submissions, provide the campus research community with proposal development assistance, allow both college and department officials sufficient review time, and accommodate funding agencies' processes and applications.

The recommendation from ODUOR and ODURF is to require a complete proposal package consisting of final versions of all documents and materials required by the funding agency to be received by ODURF at least five full working days before the agency's deadline. In addition, the Proposal Transmittal Form must be complete, including signatures of investigators and their departments' and colleges' chairs, deans, or other authorized representatives. Five days of processing time will allow ODURF time to process the proposal internally and through the agency's electronic or hard copy submission systems and give the needed flexibility during high volume time periods. Applications will be prioritized based on the five full-day lead time.

Council members suggested that the budget worksheet be simplified and periodic training be provided for faculty on the use of the budget sheets. Phil Langlais noted that more discussion is needed on including support for graduate students in grant proposals. After discussion, Council members supported the proposal to establish an internal submission deadline for research and sponsored programs applications to external organizations. Deans were asked to obtain input from faculty over the next ten days to two weeks. Following that, the Office of Research will distribute the document.

On a related issue, Carol Simpson will ask Mohammad Karim for an overview of the F&A allocation. This topic will be discussed at a future Council meeting.

### 3. Vision, Mission, Goals and Objectives for Graduate Studies

Phil Langlais discussed the document describing the vision, mission, goals and objectives for Graduate Studies. The document was developed by a subcommittee consisting of representatives from all the colleges and was reviewed by GAC. If adopted, the document will be a guide to Graduate Studies as Old Dominion moves forward.

Council members discussed the document and made the following comments and suggestions.

- Some sections do not mention the colleges, and the role of the colleges is not clear.
- Clarification is needed to describe the role of Graduate Studies as supporting the colleges.
- More discussion is needed on how Graduate Studies is organized as well as what should be done in the colleges and what can be done in Graduate Studies.
- More coordinated support is needed for international graduate students.
- Consideration should be given to adding a statement on the role of Graduate Studies in writing grants and contracts for tuition and stipend funds.

Since Distance Learning is similar to Graduate Studies, an additional suggestion was made that the role of Distance Learning be reviewed along with the role of Graduate Studies.

The deans will share the vision, mission, goals and objectives document with department chairs and obtain their feedback and input. Once the chairs' input and any recommendations are received, the issue will be discussed again at a future meeting.

### 4. GTA Institute and Faculty Participation

This issue was deferred to a future meeting.

### 5. Budget Process and Prioritization

Carol Simpson announced that, while we do not have specific information about upcoming budget cuts, contingency planning is underway. The aim is to protect the colleges as much as possible. Dr. Simpson will meet with the deans individually regarding the budget process and prioritization.