

December 11, 2009

TO: Provost's Council

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

SUBJ: Provost's Council Agenda for Tuesday, December 15, 2009

The Provost's Council will meet on Tuesday, December 15 from 8:30-10:00 a.m. **Please note that the meeting will be held in the Board Room in Webb Center because the Koch Board Room is being renovated.** The following agenda items will be discussed.

1. Approval of the November 24 minutes (see attachment, p. 1-4)
2. Great Computer Challenge 2010 (see attachment, p. 5)
Doug Streit
3. Export Control
Phil Langlais, Carol Blett, Zohir Handy, and Pat Kelly
4. SACS Readiness Audit Spring 2010
Marty Sharpe
5. Faculty Senate Issue 2009/10-4, Proposed Changes to the Virginia Tidewater Consortium Exchange Program (see attachment, p. 6-8)
6. Faculty Senate Issue 2009/10-1, Recommendation for an Institutional Responsible Conduct of Research (RCR) Component (see attachment, p. 9-11)
7. Faculty Senate Issue 2008/9-12, Proposed Revisions to the University Policy on Graduate Program Directors (see attachment, p. 12-16)
8. Proposed Master's Degree in Communication (see attachment, p. 17-45)
9. Announcements/Reminders

PROVOST'S COUNCIL
December 15, 2009
Minutes

The Provost's Council met on Tuesday, December 15, 2009 from 8:30-10:00 a.m. in the Board Room in Webb Center. Those present were Carol Simpson (Chair), Nancy Bagranoff, Andrew Balas, Oktay Baysal, Carol Blett, Andy Casiello, Paul Champagne, Chandra de Silva, Bill Graves, Zohir Handy, Pat Kelly, Phil Langlais, Ginny O'Herron, Chris Platsoucas, Marty Sharpe, Ruth Smith, Doug Streit, and Charles Wilson. The following agenda items were discussed.

1. The November 24 minutes were approved as amended. The following correction was made to the statement about the increase to \$4,500 per course for the development of on-line courses that was part of the discussion on Faculty Compensation Policy for Distance Learning.

Council members also expressed concern about the increase to \$4,500 per course for the development of on-line courses. They felt that \$4,500 does not cover fully the cost to the colleges in terms of their time and resources. Bill Graves suggested that the payment be tied to the base salary of the faculty member developing the course, which would be 25% of the salary base per semester for one course.

Additional information was added to the announcement item on areas of responsibility for the Office of Graduate Studies as follows.

Phil Langlais distributed a document describing the primary areas of responsibility for the Office of Graduate Studies. The document is intended to help with the discussion of the reorganization of graduate studies, especially given Dr. Langlais' departure from the Vice Provost's position at the end of AY2009/10. Judy Bowman will send an electronic version of the document to Council members. Dr. Langlais will send a description of other duties of the Office of Graduate Studies.

2. Great Computer Challenge 2010

Doug Streit from the Office of Computing and Communications Services (OCCS) met with the Council to discuss the Great Computer Challenge 2010, which is sponsored by OCCS, WHRO and Cii (Consortium for Interactive Instruction). This year represents the 25th anniversary of the event. The Challenge will be held on March 6 for grades 6-12 and May 1 for K-5. Last year there were 230 teams and over 750 students. The event provides an opportunity to highlight ODU's research, technical disciplines and excellent teaching to parents, teachers and potential ODU students.

Mr. Streit asked the Deans to continue their support of the event by encouraging the participation of volunteers, consider sponsoring an information booth or presentation at

the event, and submit ideas for categories of different contests. He noted that John Broderick and Carol Simpson will be speaking at the event and asked for a representative from the deans to give the greeting. Oktay Baysal volunteered to be one of the speakers, and Andrew Balas expressed interest in providing support from the College of Health Sciences. Mr. Streit will send Council members the schedule for each day of the event.

Carol Simpson noted that two science fairs will be held at ODU in spring 2010. She asked the Deans to compile a list of activities in their college that bring junior high and high school students to campus each year and submit it to Judy Bowman.

3. Export Controls

Carol Blett, Ruth Smith, Zohir Handy and Pat Kelly joined the Provost's Council for a discussion on export controls. Ms. Blett explained that an export is the transfer of controlled technology, information, equipment, software, source code, or services to a foreign person in the United States or abroad. Export controls are U.S. laws that regulate the distribution to foreign nationals and foreign countries of strategically important technology, services, and information for reasons of foreign policy and national security. Export control laws apply to all activities, not just sponsored research projects. Phil Langlais noted that our exposure is high because of the large number of foreign nationals. Criminal and civil penalties for noncompliance with export control laws include up to 10 years imprisonment and up to \$1,000,000 in fines.

Carol Blett, Ruth Smith, Zohir Handy, Pat Kelly, Jay Wright, and Glenda Humphreys are serving on a committee chaired by Phil Langlais that has been charged with exploring the University's risk regarding export controls and making recommendations on what we should be doing in the areas of raising awareness, training, and policy and procedure development. The committee's recommendation will be a complete plan, including the budget and resources needed. Carol Simpson asked Paul Champagne to recommend someone from the Faculty Senate to serve on the committee. He will let Dr. Langlais know who the Senate representative will be. Bill Graves stated that there are individuals in his college who can help with the design of the educational process to deliver the training.

4. SACS Readiness Audit Spring 2010

Marty Sharpe distributed a handout with information about the readiness audit scheduled for spring 2010 and the SACS Reaffirmation planning calendar and asked Council members to review the information. She noted that she plans to run the first audit of the faculty rosters from the Faculty Activity System on February 1, 2010. The deans agreed to discuss part-time faculty and how to capture them in the Faculty Activity System at the next meeting.

Dr. Sharpe also distributed a list of faculty and staff who have volunteered or been appointed or suggested to serve on the Readiness Audit Team and other committees

related to the Reaffirmation process. She plans to meet with the Deans as a group to determine the committee structure and membership.

5. Faculty Senate Issue 2009/10-4, Proposed Changes to the Virginia Tidewater Consortium Exchange Program (see attachment, p. 6-8)

Discussion of this issue was postponed until the next meeting.

6. Faculty Senate Issue 2009/10-1, Recommendation for an Institutional Responsible Conduct of Research (RCR) Component (see attachment, p. 9-11)

Discussion of this issue was postponed until the next meeting.

7. Faculty Senate Issue 2008/9-12, Proposed Revisions to the University Policy on Graduate Program Directors (see attachment, p. 12-16)

Discussion of this issue was postponed until the next meeting.

8. Proposed Master's Degree in Communication (see attachment, p. 17-45)

Discussion of this issue was postponed until the next meeting.

9. Announcements/Reminders

Carol Simpson informed Council members that they will be receiving the budget planning guidance soon. She drew attention to a new requirement in the process that will ask for information on how funding received in the 2008-09 budget was used as well as the outcomes and benefits to the University. Details will be provided in the budget guidance. Budgets are due to be returned on January 22. Dr. Simpson asked Council members to be thoughtful in their budget requests since there will be little or no new funds.