

January 7, 2010

TO: Provost's Council

FROM: Judith M. Bowman
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SUBJ: Provost's Council Agenda for Tuesday, January 12, 2010

The Provost's Council will meet on Tuesday, January 12, 2010 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 December 15 minutes (see attachment, p. 1-3)
2. Faculty Senate Issue 2009/10-4, Proposed Changes to the Virginia Tidewater Consortium Exchange Program (see attachment, p. 4-6)
3. Faculty Senate Issue 2008/9-12, Proposed Revisions to the University Policy on Graduate Program Directors (see attachment, p. 7-11)
4. Proposed Master's Degree in Communication (see attachment, p. 12-40)
5. Faculty Compensation Policy for Distance Learning (see attachment, p. 41-44)
6. Joint Appointment Procedures at ODU (see attachment, p. 45-48)
7. Announcements/Reminders
 - A. Part-time faculty and the Faculty Activity System
 - B. Reminder: Input on Decentralization of Graduate Studies
 - C. Implementation of Degree Works (see attachment, p. 49)

PROVOST'S COUNCIL
January 12, 2010
Minutes

The Provost's Council met on Tuesday, January 12, 2010 from 8:30-10:00 a.m. in the Board Room in Koch Hall. Those present were Carol Simpson (Chair), Nancy Bagranoff, Andrew Balas, Oktay Baysal, Andy Casiello, 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 December 15 minutes were approved.
2. Faculty Senate Issue 2009/10-4, Proposed Changes to the Virginia Tidewater Consortium Exchange Program

Council members discussed and approved the recommendation from the Faculty Senate to revise the statement on the Virginia Tidewater Consortium Exchange Program. The changes provide language to cover cross registration by graduate students. The Council's recommendation will be forwarded to President Broderick.

3. Faculty Senate Issue 2008/9-12, Proposed Revisions to the University Policy on Graduate Program Directors

Council members discussed the recommendation from the Faculty Senate to revise the policy on Graduate Program Directors. The revisions establish the minimum responsibilities for Graduate Program Directors and are designed both to improve the quality of graduate program administration and ensure that graduate program administrators receive the support necessary to do their jobs.

Council members recommended three revisions to the proposal from the Senate.

- They felt that a written description describing the expectations of Graduate Program Directors and their supervisors and signed by the two parties was not necessary since the responsibilities are contained in the policy. They recommended the section on the written description be revised as follows.

At the time of appointment Graduate Program Directors and their supervisors should develop a clear understanding of ~~and both sign a written description that clearly describes~~ the expectations of both parties about both their duties and the attendant compensations.

- One of the responsibilities proposed by the Senate was that Graduate Program Directors schedule courses. The Deans felt that this responsibility belongs to Department Chairs. They recommended that this responsibility be changed to make the Graduate Program Director responsible for "advising the Department Chair on the scheduling of graduate courses."

- The third concern of Council members was the recommendation that all Graduate Program Directors receive a minimum of three credit hours of released time. The Deans felt that, in smaller programs, released time for three credits is not warranted. In larger programs, more than three credit hours of released time may be needed. They recommended the section on released time be revised as follows.

A Graduate Program Director normally is provided with ~~a minimum of three credit hours of released time per semester, or a 25 percent reduction in load~~ for this function.

The Council's recommendation will be forwarded to President Broderick.

4. Proposed Master's Degree in Communication

Chandra de Silva discussed the proposed master's degree in communication. He noted that there is a huge demand for a master's degree in communication. The program will start on a small scale by recruiting 12 new students annually. It will draw heavily on existing resources within the Department of Communication and Theatre Arts, and the startup resources needed will be relatively modest.

Council members made the following comments suggestions regarding the proposal.

- There should be more direct measures of the assessment of student learning, such as the attainment of learning outcomes.
- National exams could be used as benchmarks for assessment.
- SCHEV will want to see copies of position announcements as part of the documentation of demand for the program.
- The proposal could be strengthened with the inclusion of information on how the proposed master's in communication complements other graduate programs on campus.
- Should the resource list contain any needs related to laboratories or digital technology?

Phil Langlais stated that the proposal has been sent to SCHEV for preliminary review. Marty Sharpe will notify SACS. Chandra de Silva will revise the proposal based on comments from Council members and SCHEV. The revised proposal will be brought back to the Provost's Council and then forwarded to the Faculty Senate and Board of Visitors.

5. Faculty Compensation Policy for Distance Learning

Andy Casiello discussed the policy on Compensation for Distance Learning Development and Instruction. Several revisions have been made based on the discussion at a previous Provost's Council meeting. The policy is a clarification and consolidation of existing policy and replaces the various procedural and policy documents currently in use to manage a variety of distance learning activities involving faculty, from course

development to delivery. Changes have been made in three areas. Payment for online courses developed in conjunction with the Office of Distance Learning has been increased from \$3,000 to \$4,500 per course, and a previous payment to the course developer of \$10/head for online student participation in these courses has been eliminated. Also, a recommendation has been added in the section under instruction that indicates that “in general, technology based course enrollment above 120 students should result in a new course section being added.”

Council members made several suggestions for revision of the policy document. A statement defining “normal” enrollment for a distance learning course was removed from the section on instruction. In addition, the statement on release time for faculty was changed to state that faculty “may” receive release time rather than “will” receive release time for new course preparation. Chandra de Silva suggested that discussions take place between staff from Distance Learning and the colleges about matching capacity with need. The policy on Compensation for Distance Learning Development and Instruction will be forwarded to the Faculty Senate for information. Following a period to allow comment from the Senate, the policy will be distributed to the University community.

Mr. Casiello noted that staff in Distance Learning are looking at workload and how to incorporate distance learning courses. They are also working on a compensation package for online courses and have developed an online program development plan. The development plan will be discussed at a future meeting.

6. Joint Appointment Procedures at ODU

Council members will share comments about the proposed joint appointment procedures electronically in an effort to develop a document to send to the Faculty Senate for review.

7. Announcements

- A. Marty Sharpe reminded the Deans to forward their input on how to handle part-time faculty in the Faculty Activity System. She will follow up with the Deans on getting representatives from the colleges to serve on the Readiness Audit Team and other committees related to the Reaffirmation process.
- B. Information about DegreeWorks, a comprehensive, web-based academic advising and degree audit system, was included with the agenda.