

January 22, 2010

TO: Provost's Council

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

SUBJ: Provost's Council Agenda for Tuesday, January 26, 2010

The Provost's Council will meet on Tuesday, January 26, 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 January 12 minutes (see attachment, p. 1-3)
2. Capital Campaign  
Alonzo Brandon and Anita Friedman
3. Guiding Principles for Program Reviews
4. Joint Appointment Procedures – final draft (see attachment, p. 4-7)
5. Faculty Senate Issue 2009/10-6, Clarification of Timetable for Portfolio Reviews of Senior Lecturers (see attachment, p. 8-11)
6. Revised Proposal for Distribution of Responsibilities and Accountability for Graduate Programs (see attachment, p. 12-14)
7. Teaching Excellence Training Program (see attachments, p. 15-17)
8. Report from the Graduate Appeals Committee on Proposed Changes in Roles, Responsibilities and Structures (see attachment, p. 18-19)
9. Announcements/Reminders

PROVOST'S COUNCIL  
January 26, 2010  
Minutes

The Provost's Council met on Tuesday, January 26, 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, Brenda Neumon Lewis, Ginny O'Herron, Chris Platsoucas, and Charles Wilson. The following agenda items were discussed.

1. The January 12 minutes were approved.

2. Capital Campaign

Discussion of this issue was postponed.

3. Guiding Principles for Program Reviews

Carol Simpson informed Council members that funding is available this year (\$5,000-\$6,000 per program) to proceed with one or two program reviews in each college. She asked the Deans to move forward and begin looking for potential reviewers. Staff from Institutional Research and Assessment are updating the data for the program reviews and will get the updated information to the Deans.

Discussion of program reviews will continue at the next meeting. Dr. Simpson will compile information on conducting program reviews she received at a recent conference for the discussion.

4. Joint Appointment Procedures

Council members reviewed and endorsed the latest draft document on joint appointment procedures. Joint appointments are used for individuals whose expertise cuts across existing departments and programs. Such appointments will assist Old Dominion University in providing strong interdisciplinary offerings and in building emerging fields that cross the borders of the traditional disciplines. The document on joint appointment procedures will be sent to the Faculty Senate for review.

5. Faculty Senate Issue 2009/10-6, Clarification of Timetable for Portfolio Reviews of Senior Lecturers

Council members discussed and approved the recommendation from the Faculty Senate to clarify the timetable for portfolio reviews of senior lecturers. They agreed with the Senate that it is helpful to separate the review schedule for non-tenured and non-first year faculty from the schedule for lecturers and senior lecturers. The Council's recommendation will be forwarded to President Broderick.

6. Revised Proposal for Distribution of Responsibilities and Accountability for Graduate Programs

Council members discussed the proposal for distribution of responsibilities and accountability for graduate programs as revised at the special meeting held to discuss graduate studies and suggested several additional revisions. The document and the original recommendation from the Faculty Senate will be revised to indicate the additional changes and forwarded to President Broderick for approval.

7. Teaching Excellence Training Program

Council members discussed the following options for implementing a teaching training program for GTAs.

- Option A – The associate deans of the six colleges would be responsible for the development, implementation, administration and evaluation of the program.
- Option B – During the first two years, the College of Engineering and Technology would be responsible for the development, implementation, administration and evaluation of the program. In a predetermined scheduled, each of the remaining colleges would assume responsibility for the program for two years.
- Option C – A half-time CLT professional would be directly responsible for the development, implementation, administration and evaluation of the program.

Carol Simpson suggested a combination of Options B and C for the implementation of GTA training. She also recommended that portions of the program that is developed be applicable to junior faculty and adjunct faculty. Andy Casiello noted that the associate deans will be involved in the training of GTAs and the program could be a combination of Options A, B, and C. After discussion, Council members agreed that representatives from CLT would work with the College of Engineering and Technology to develop a draft document for GTA training to be shared with the associate deans for feedback. Following the review by the associate deans, the draft document would be brought back to the Provost's Council by the end of the semester so that the revised program could be implemented in the fall semester, at least on a trial basis.

8. Report from the Graduate Appeals Committee on Proposed Changes in Roles, Responsibilities and Structures

Council members discussed the proposal from the Graduate Administrators Council to revise the roles, responsibilities and structure of the Graduate Appeals Committee. The proposed recommendations are as follows.

- Committee members do not have to be graduate programs directors but must be certified to teach graduate courses.

- Committee members will serve three-year, staggered terms and may serve an additional three-year term.
- A seventh faculty member who is a Faculty Senator will be appointed to the committee by the Faculty Senate.
- The first-level decision of reinstatement for students will be made by the graduate program director, and the Graduate Appeals Committee will function as the second level of appeal, making it a true appeals committee. The decision of the Graduate Appeals Committee will be final.
- A question will be added to appeal applications to determine if the student's suspension is related to a current or previous Honor Code violation.
- Appeal applicants will be informed that the Committee may, when appropriate, take into consideration the quality of the student's letter for reinstatement as a factor in making its decision.

Chandra de Silva suggested the addition of language to allow the Committee to obtain information from the associate dean of the college. Carol Simpson asked the Deans to review the proposal for additional discussion at the next meeting.

9. Announcements/Reminders

- A. Carol Simpson informed Council members that someone from the Threat Education, Assessment and Management Team will be contacting the colleges and other units to set up a presentation on threat assessment.
- B. Oktay Baysal announced that he and Chandra de Silva are working together on the development of a lab for GIS and would like to form a working group of faculty to discuss formation of the lab. They have identified potential faculty collaborators in each of the colleges and will contact them to be a part of the working group. The remaining Deans were supportive of the establishment of such a group.
- C. Phil Langlais reminded Council members of upcoming awards deadlines.