May 21, 2010

TO: Provost's Council

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

SUBJ: Provost's Council Agenda for Tuesday, May 25, 2010

The Provost's Council will meet on Tuesday, May 25, 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 May 11 minutes (see attachment, p. 1-3)

2. Faculty Senate Issue 2009-10-2, Prohibit comparison of individual faculty member's performance to the departmental and college averages, and 2009-10-7, Edit wording of section dealing with Evaluation of Teaching (see attachment, p. 4-7)

3. Certification of Faculty for Graduate Instruction (see attachment, p. 8)

4. Academic Program Review Process for 2010-15 (see attachment, p. 9-12)

5. Deans' Annual Reports (see attachment, p. 13)

6. Information Item – Streamlined Policy, Procedures and Timeline for Responding to Allegations of Misconduct in Scientific Research and Scholarly Activity (see attachment, p. 14-33) - Pat Kelly

7. Announcements/Reminders
   A. 2011 Virginia Outstanding Faculty Awards (see attachment, p. 34-37)
   B. Faculty Credentials: Faculty Activity System Data and College Faculty Files
   C. Summer Retreat will focus on advising, retention and student success
   D. Deadline for WEAVE reports for 2009-10 is August 1, 2010
   E. Certification of Faculty for Graduate Instruction – Deadline for publication of College policies is October 31, 2010

PROVOST'S COUNCIL
May 25, 2010
Minutes

The Provost's Council met on Tuesday, May 25, 2010 from 8:30-10:00 a.m. in the Board Room in Koch Hall. Those present were Carol Simpson (Chair), Osman Akan, Ali Ardalan, Andy Casiello, Chandra de Silva, Jim English, Bill Graves, Pat Kelly, Brenda Lewis, Sara Morris, Ginny O'Herron, Mike Overstreet, Marty Sharpe, and Charles Wilson. The following agenda items were discussed.

1. The May 11 minutes were approved.

2. Faculty Senate Issue 2009-10-2, Prohibit comparison of individual faculty member's performance to the departmental and college averages, and 2009-10-7, Edit wording of section dealing with Evaluation of Teaching

   Council members discussed the recommendations from the Faculty Senate regarding the University Policy on the Evaluation of Teaching. The concerns addressed by the recommendations are as follows: (1) low response rates should not reflect negatively upon faculty and (2) there should be support for faculty with identifiable teaching deficiencies so they may improve.

   Bill Graves noted that the current instrument used to evaluate teaching is not criterion referenced and recommended that a better instrument be developed. He also suggested that the following statement recommended by the Senate be revised as noted.

   > When teaching is considered deficient <u>or needs improvement,</u> the evaluator(s) should make suggestions for improvement.

   Council members approved the recommendations from the Senate with the revision noted above. The Council's recommendation will be forwarded to President Broderick.

   Carol Simpson informed the Deans that in the future, she will ask the Deans to visit the classrooms of tenure candidates as part of the teaching evaluation process.

3. Certification of Faculty for Graduate Instruction

   Carol Simpson reminded the Deans that the new process for certification of graduate faculty will go into effect June 1. Brenda Lewis will send the Deans the Graduate Studies office's database of faculty certified for graduate instruction along with copies of the certifications done during the past several years. Marty Sharpe will work with the Associate Deans on how faculty certification approval with levels and time limits will be entered into the Faculty Activity database. The deadline for publication of College policies on certification of faculty for graduate instruction is October 31, 2010.

4. Academic Program Review Process for 2009-10

   Council members discussed the academic program review process for 2009-10 and reviewed the data to be provided by the Office of Institutional Research and Assessment as well as the information to be submitted by the Colleges. The main goal of the review process is to reflect on each program every year with a more in-depth review every five year. Several revisions were made, and the document on the academic program review process was approved. The final version will be emailed after approved changes are made to the document.

5. Deans' Annual Reports

   Council members reviewed the draft outline of material to be included in the College annual reports and made several revisions. Carol Simpson noted that the first program reviews should be underway and last year's reviews should be completed by the Fall. A revised annual report outline will be distributed to the Deans.

6. Information Item – Streamlined Policy, Procedures and Timeline for Responding to Allegations of Misconduct in Scientific Research and Scholarly Activity

   Pat Kelly met with the Council to discuss the recommended revisions to the policy and procedures dealing with misconduct in research or other scholarly activity. At the request of the Provost, a small working group was formed to eliminate redundancy in the two policies and streamline them by combining them into one policy, which is the proposed Policy, Procedures and Timeline for Responding to Allegations of Misconduct in Scientific Research and Scholarly Activity.

   The substance of the previous policy and procedures has not been changed. However, the policy and procedures have been streamlined, surplus language has been removed, and the timeline has been reduced to 120 days from start to finish. The proposed policy is clearer and should be easier to implement when instances of alleged misconduct occur. The proposed policy will be presented to the Board of Visitors for approval on June 17, 2010.

7. Announcements/Reminders
   F. Information on the 2011 Virginia Outstanding Faculty Awards was included with the agenda.
   G. The summer retreat to be held on August 23 will focus on advising, retention and student success.
   H. The deadline for WEAVE reports for 2009-10 is August 1, 2010.
   I. The deadline for publication of College policies on certification of faculty for graduate instruction is October 31, 2010. Sara Morris will send additional information on this to the Deans.