

February 17, 2011

TO: Provost's Council

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

SUBJ: Provost's Council Agenda for Tuesday, February 22, 2011

The Provost's Council will meet on Tuesday, February 22, 2011 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 25, 2011 minutes from the Provost's Mini-Retreat (see attachment, p. 1-2)
2. Approval of the February 8, 2011 minutes (see attachment, p. 3-6)
3. Update on the Learning Commons and Student Success Center
David Metzger
4. Review of Course Evaluation Questions (see attachment, p. 7-9)
5. Discussion of Written Survey Document Used by the Deans to Gather Input on the Evaluation of Department Chairs (see attachments, p. 10-13; refer to item 3.a. on p. 10)
6. Proposal to Standardize Levels of Performance for Faculty Evaluations (Deans, please bring a representative sample of an annual evaluation with personally identifiable information redacted. Please bring copies for each of the Deans and the Provost's Office.)
7. Announcements
 - A. SACS On-site Visit – April 15-22, 2012
 - B. Nominations for Graduate Assistant Teaching Awards (lab and classroom) are due in the Office of Graduate Studies by February 25, 2011.
 - C. Regional Higher Education Centers Island Tour – March 18, 2011
 - D. Graduate Admissions Open House – March 21, 2011; will be held in the Big Blue room at the Ted and the three regional higher education centers
 - E. Graduate Research Day – April 6, 2011; will be held in Webb Center

February 21, 2011

TO: Provost's Council

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

SUBJ: Addendum to February 22, 2011 Provost's Council

Three additional items have been added to the Provost's Council agenda for Tuesday, February 22.

1. Faculty Senate Issue 2010/11-24, Proposal for a Minor in Biomedical Engineering (see attachment, p. 1-10)
2. Faculty Senate Issue 2010/11-18, Policy on University Professors (see attachment, p. 11-13)
3. Faculty Senate Issue 2010/11-15, Proposed New Policy on Evaluation of Lecturers (see attachment, p. 14-16)

PROVOST'S COUNCIL
February 22, 2011
Minutes

The Provost's Council met on Tuesday, February 22, 2011 from 8:30-10:00 a.m. in the Board Room in Koch Hall. Those present were Carol Simpson (Chair), Oktay Baysal, Richardean Benjamin, Andy Casiello, Paul Champagne, Chandra de Silva, Linda Irwin-DeVitis, Brenda Lewis, David Metzger, Ginny O'Herron, Mike Overstreet, Charles Wilson, and Gil Yochum. The following agenda items were discussed.

8. The minutes from the January 25, 2011 Provost's Mini-Retreat were approved.
9. The February 8, 2011 minutes were approved with the correction that Undergraduate Research Day was February 12.
10. Update on the Learning Commons and Student Success Center

Ginny O'Herron provided an update on the Learning Commons and distributed the latest floor plan. The Learning Commons governance group is currently looking at equipment, furniture, the marketing plan, logo, website, training opportunities for staff and students, and operating guidelines for Writing Tutorial Services and the Math and Science Resource Center. The opening is scheduled for October.

David Metzger provided an update on the Student Success Center and distributed the floor plan. There have been town hall meetings with the leadership team and staff in University College; units from Student Engagement and Enrollment Services that will be located in the Student Success Center have been involved. All space allocations should be finalized by March 15. Dr. Metzger will meet with each Dean to discuss the Student Success Center and changes to University College and to determine how the Student Success Center can be of service to faculty and the colleges.

11. Review of Course Evaluation Questions

Andy Casiello discussed the 10 questions to be used on the student opinion surveys and three additional questions related to administration and distance learning. He noted that the Distance Learning Advisory Committee reviewed the three additional questions. Paul Champagne agreed with the additional questions and felt they did not need to be returned to the Faculty Senate for review. The Deans were asked to contact Grace Little for any changes needed for the college questions.

12. Discussion of Written Survey Document Used by the Deans to Gather Input on the Evaluation of Department Chairs

Council members discussed the policy on Department Chairs. Carol Simpson noted that more uniformity is needed in evaluating the performance of department chairs. Section 3.a. of the policy calls for a survey instrument to be used by faculty to comment on the

performance of department chairs; the survey instrument is to be developed by the Dean in consultation with the Promotion and Tenure Committee of the Faculty Senate and approved by the Provost. However, this provision of the policy has not been followed. Dr. Simpson noted that we will amend this section of the policy when the recommended revisions are received from the group working on the Faculty Handbook.

Oktay Baysal distributed the survey used in the College of Engineering and Technology to review department chairs. Dr. Simpson asked Deans of the other colleges to send her the instrument used in their colleges.

13. Proposal to Standardize Levels of Performance for Faculty Evaluations

The Deans distributed a sample of an annual evaluation used in their colleges. Carol Simpson asked the Deans to be sure to send her copies of annual evaluations for faculty and noted that each college should have its own set of rubrics for these evaluations. She stressed that each faculty member should be evaluated for teaching, research and service, with expectations stated for each area; she also noted that advising should be included in teaching. If faculty are not meeting expectations, this needs to be stated clearly in the evaluation. Dr. Simpson asked the Deans to review the format of the evaluations in the other colleges so that these evaluations can be more uniform across colleges. She will meet with each Dean to discuss the annual evaluations.

Regarding external reviews, Dr. Simpson asked the Deans to be more careful in the external review process, especially concerning identifying conflicts of interest and avoiding the selection of two reviewers from the same department.

14. Faculty Senate Issue 2010/11-24, Proposal for a Minor in Biomedical Engineering

Council members discussed and approved Faculty Senate Issue 2010/11-24, Proposal for a Minor in Biomedical Engineering. The Council's recommendation will be forwarded to President Broderick.

15. Faculty Senate Issue 2010/11-18, Policy on University Professors

Council members discussed Faculty Senate Issue 2010/11-18, Policy on University Professors. The proposed revisions are intended to state the policy more clearly, add information on the criteria for designation as a University Professor, and clarify that the designation is based on teaching undergraduate courses. Council members approved the recommendation with the additional revision of removing the specific dollar amount of discretionary funding received for the four years following their appointment. The Council's recommendation will be forwarded to President Broderick.

16. Faculty Senate Issue 2010/11-15, Proposed New Policy on Evaluation of Lecturers

Discussion of this issue was tabled until additional recommended policy revisions regarding evaluations are received from the workgroup reviewing the Faculty Handbook.

17. Announcements

- F. The SACS on-site visit will be April 15-22, 2012.
- G. Nominations for Graduate Assistant Teaching Awards (lab and classroom) are due in the Office of Graduate Studies by February 25, 2011.
- H. The Regional Higher Education Centers Island Tour will be March 18, 2011. Carol Simpson asked the Deans to participate for the full day.
- I. The Graduate Admissions Open House will be held March 21, 2011 in the Big Blue room at the Ted and the three regional higher education centers. Carol Simpson asked the Deans to encourage their department chairs and graduate program directors to participate.
- J. Graduate Research Day will be held April 6, 2011 in Webb Center.
- K. Chandra de Silva announced that the next workshop for new department chairs is March 29. The workshop will focus on promotion, tenure and hiring. Deans may recommend other chairs to be included in the workshop. Dr. de Silva stated there may be a workshop on promotion and tenure for department chairs who have candidates going through these processes.
- L. Charles Wilson announced that Caribbean Day will be held February 24 in Webb Center.
- M. Oktay Baysal announced that Engineers Week is February 20-26.
- N. Gil Yochum announced that the Economic Impact Award will be given to former Governor Gerald Baliles on March 2. He also noted that the Real Estate conference will be held March 2 at the Ted.