

April 8, 2011

TO: Provost's Council

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

SUBJ: Provost's Council Agenda for Tuesday, April 12, 2011

The Provost's Council will meet on Tuesday, April 12 from 8:30-10:00 a.m. in the Board Room in Koch Hall. The following agenda items will be discussed.

1. Welcome to Shelley Mishoe, Dean of Health Sciences
2. Approval of the March 22, 2011 minutes (see attachment, p. 1-3)
3. Delegation of Authority
4. Draft Plan on Compression Adjustments
5. Continuity of Operations Plans (COOP)
6. Special Appointments Policy (see attachment, p. 4)
7. Proposed Change to the Policy on Extra Compensation (see attachment, p. 5-6)
8. Changes to the Financial Aid Policy Regarding Satisfactory Academic Progress (see attachment, p. 7-10)
9. Faculty Senate Issue 2010/11-14, University Policy on the Evaluation of Teaching (see attachment, p. 11-14)
10. Announcements
 - A. Please encourage faculty to attend Commencement on May 7.

PROVOST'S COUNCIL
April 12, 2011
Minutes

The Provost's Council met on Tuesday, April 12, 2011 from 8:30-10:00 a.m. in the Board Room in Koch Hall. Those present were Carol Simpson (Chair), Osman Akan, Andy Casiello, Paul Champagne, Chandra de Silva, Sharon Judge, Brenda Lewis, David Metzger, Shelley Mishoe, Ginny O'Herron, Renee Olander, Chris Platsoucas, Deanne Shuman, Mary Swartz, Charles Wilson, and Gil Yochum. The following agenda items were discussed.

11. Carol Simpson welcomed Shelley Mishoe, Dean of Health Sciences.

12. The March 22, 2011 minutes were approved.

13. Delegation of Authority

Carol Simpson distributed the Policy on Delegation of Authority and reminded the Deans that they are not authorized to approve contracts unless previously designated to do so. She also noted that the policy covers a range of issues, not just contracts, and asked the Deans to codify if arrangements are made to delegate responsibility to the associate/assistant deans.

Dr. Simpson reinforced the President's statements at the last meeting on the impact of a reduction in class offerings on enrollment and tuition. If a department or college decreases enrollment in one area, enrollment should be increased in another area of the department or college. If not, departments or colleges could lose part of their funding. Andy Casiello noted that the impact on distance learning and the higher education centers tends to happen when seats are adjusted or lowered.

14. Draft Plan on Compression Adjustments

Chandra de Silva distributed a status report on compression adjustments. The University has sent data relating to rank, time of service and salary on all faculty and library professionals to the consultants. The consultants will identify possible cases of compression simply on the basis of length of service, discipline and rank. These cases will be referred to chairs who, in consultation with Deans, will assign a numerical performance value in each case. The Deans agreed to use values of 2 for exceptional and 1 for good with 0 available for unsatisfactory cases if needed. They also agreed that the emphasis will be on the individual's time at ODU, but the overall career record will be taken into account.

A phone conference with the consultants and the Deans to clarify any issues that arise will be held at the end of April. The consultants will then recommend a dollar compression increase for each faculty member, taking into account the amount of funds available and years of service in rank, etc. Those individuals whose salaries are highly compressed and those who are high performers will be adjusted first. The Deans asked

to review the recommendations from the consultants before implementation of any salary adjustments. Jim Fox from Fox Lawson Associates will visit ODU to meet with the Provost and address an open faculty forum on the compression process. The forum will most likely be held in the fall.

15. Continuity of Operations Plans (COOP)

Carol Simpson reminded Council members to update and test their COOP plans as soon as possible.

16. Special Appointments Policy

Charles Wilson expressed concern about how the Special Appointments Policy is being interpreted by Institutional Equity and Diversity. Council members agreed to recommend the addition of the following statement to clarify the policy.

An appointee is eligible to compete for a permanent position in a formal search.

The recommended language will be sent to Paul Champagne for review by the Faculty Senate Executive Committee and then to President Broderick for approval.

17. Proposed Change to the Policy on Extra Compensation

Council members reviewed and approved the recommendation from Mohammad Karim to revise the Policy on Extra Compensation to clarify that requests for overload payment from grant or contract funds administered by ODURF are allowable under Federal regulations and under the terms of the grant or contract. The following explanatory footnote will be included.

*Subject to Office of Management and Budget (OMB) Circular A-21 on "Principles for Determining Costs Applicable to Grants, Contracts, and Other Agreements with Educational Institutions" (as revised on 05/10/2004)

The recommended language will be sent to Paul Champagne for review by the Faculty Senate Executive Committee and then to President Broderick for approval.

18. Changes to the Financial Aid Policy Regarding Satisfactory Academic Progress

Carol Simpson informed Council members of changes to the Satisfactory Academic Progress Standards for financial aid eligibility that will become effective July 1, 2011. The changes are related to PACE (the number of credits earned in relation to those attempted), qualitative standards (GPA of 2.0) and allowable time (the maximum time frame allowed to complete the academic program). Advisors can help publicize the changes by asking students to check with their financial aid counselor when they are withdrawing from some or all of their classes.

19. Faculty Senate Issue 2010/11-14, University Policy on the Evaluation of Teaching

Council members discussed and approved the changes to the University Policy on the Evaluation of Teaching recommended by the Faculty Senate. The revisions are not substantive but consist of reorganizing the policy so that it is clearer. The Council's recommendation will be forwarded to President Broderick. Carol Simpson reminded the Deans to look at more than just the student opinion surveys when they evaluate faculty for tenure. The opinion surveys are intended to be one method of evaluation to be used in conjunction with other measures.

20. Announcements

B. Carol Simpson asked the Deans to encourage faculty to attend Commencement on May 7.