

May 20, 2011

TO: Provost's Council

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

SUBJ: Provost's Council Agenda for Tuesday, May 24

The Provost's Council will meet on Tuesday, May 24, 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 May 10 minutes (see attachment, p. 1-2)
2. Faculty Senate Issue 2010/11-19, Graduate Credit for ODU Undergraduates (see attachment, p. 3-7)
3. Faculty Senate Issue 2010/11-20, Class Schedule Changes and Drop/Add Procedures (see attachment, p. 8-10)
4. Faculty Senate Issue 2010/11-28, Proposal for a New Minor in Coaching Education (see attachment, p. 11-17)
5. Faculty Senate Issue 201//11-4, Rationalization of Graduate Course Load Distribution Requirements (see attachment, p. 18-20)
6. Faculty Senate 2010/11-30, Changing the Number of Submission Dates for the Faculty Development Fund (see attachment, p. 21-23)
7. Rescission of the Policy on Composition of Tenure Committees (see attachment, p. 24-25)
8. Update on Compression Adjustments (see attachment, p. 26)
9. Review of Draft General Adjunct Faculty Handbook (see attached Table of Contents; complete handbook will be forwarded separately, p. 27-28)
10. Demonstration of Distance Learning Website – 9:40 a.m. - Andy Casiello
11. Announcements
  - A. CLT Summer Institute – May 24-25
  - B. Provost's Council Retreat – Tuesday, July 12
  - C. Reminder: State-mandated Training on (1) Alcohol and Other Drugs and (2) Preventing Workplace Violence Required by June 24, 2011
  - D. SCHEV Outstanding Faculty Award Nominations due by August 1, 2011

## PROVOST'S COUNCIL

May 24, 2011

### Minutes

The Provost's Council met on Tuesday, May 24 from 8:30-10:00 a.m. in the Board Room in Koch Hall. Those present were Carol Simpson (Chair), Osman Akan, Andy Casiello, Chandra de Silva, Linda Irwin-DeVitis, Brenda Lewis, Terri Mathews, Shelley Mishoe, Renee Olander, Mary Swartz, Charles Wilson, and Gil Yochum. The following agenda items were discussed.

12. The May 10 minutes were approved.

13. Faculty Senate Issue 2010/11-19, Graduate Credit for ODU Undergraduates

Council members discussed and approved the recommendation from the Faculty Senate to revise the policy on Graduate Credit for ODU Undergraduates. The revisions would allow undergraduate students in majors that do not have an accelerated degree option to count up to six hours of graduate credit toward the undergraduate degree. Currently, only those undergraduate students in majors that have accelerated degree options are allowed to count graduate credit toward their undergraduate degrees. The Council's recommendation will be forwarded to President Broderick for approval.

14. Faculty Senate Issue 2010/11-20, Class Schedule Changes and Drop/Add Procedures

Council members discussed and approved the recommendation from the Faculty Senate to revise the drop/add deadlines. Currently, students are able to drop classes prior to the start of and during the first seven days of classes and add classes prior to the start of and during the first 11 days of classes. The revision would return to the schedule for dropping and adding classes used prior to 2004 by allowing students to drop and add classes prior to the start of classes and during the first 11 days of classes. The adjustment to the deadline dates will simplify the deadlines for students and remove complications that required some students to process their drop/add in person at the Registrar's Office rather than online. The Council's recommendation will be forwarded to President Broderick for approval.

15. Faculty Senate Issue 2010/11-28, Proposal for a New Minor in Coaching Education

Council members discussed and approved the recommendation from the Faculty Senate for a new minor in coaching education. There have been numerous requests for the establishment of this minor. It will provide the specialization needed to coach in K-12 settings. The Council's recommendation will be forwarded to President Broderick for approval.

16. Faculty Senate Issue 2010/11-4, Rationalization of Graduate Course Load Distribution Requirements

Council members discussed and approved the recommendation from the Faculty Senate pertaining to the graduate course load distribution requirements and the course numbering policy for graduate students. The revisions would add descriptive information about graduate-level courses to the policy on course numbering. In addition, information would be included on the level of courses that can be used to satisfy master's and

doctoral requirements. The Council's recommendation will be forwarded to President Broderick for approval.

Carol Simpson asked the Deans to ensure that faculty teaching 400/500-level courses are credentialed to do so. She also asked the Deans to review topics courses in their colleges to see if they have been offered enough times to warrant a permanent course number.

#### 17. Faculty Senate 2010/11-30, Changing the Number of Submission Dates for the Faculty Development Fund

Council members discussed and approved the recommendation from the Faculty Senate to change the number of submission dates for proposals for the faculty development fund. The Senate's proposal is to have one submission date for proposals instead of two. They felt that it would be more efficient and a more effective use of the faculty development funds if proposals were accepted and reviewed only once per academic year. The Council's recommendation will be forwarded to President Broderick for approval.

Carol Simpson asked the Deans to encourage faculty to use the faculty development fund as a way to improve their teaching.

#### 18. Rescission of the Policy on Composition of Tenure Committees

Council members discussed the recommendation from the Faculty Senate to rescind the policy on Composition of Tenure Committees. The policy is no longer needed because the information has been incorporated in the policy on Tenure. Judy Bowman will check to be sure all information has been included in the Tenure policy and will send Council members a copy of the policy with the information highlighted. Assuming all information has been included, the Council's recommendation will be forwarded to President Broderick for approval.

#### 19. Update on Compression Adjustments

Chandra de Silva discussed the next steps in the faculty salary compression review process. The consultant will look at base salaries with stipends removed and prepare a list of faculty who, according to years of service and rank, are undercompensated. Performance evaluations by chairs and deans will then be integrated into the process. The priority in the compression process for 2011 is to achieve greater internal salary consistency within ranks within disciplines. Those faculty with fewer than three years of service will be excluded from the process in 2011. In addition the maximum salary increase will be \$10,000 per person with a minimum of \$2,000. No single unit (out of the six Colleges and the Library) will be allotted more than 25% of the funds available for 2011.

In fall 2011, the Deans will prioritize disciplines and ranks that need salary adjustment and provide data relating to internal and external rank ratios to justify the priority. Compression across ranks will be looked at in the second year of the compression process.

Carol Simpson stated that the goal is for final decisions on salary adjustments to be effective with the July 25 payroll. She also noted that compression issues will still exist after the first year of the process. Information on the compression process will be distributed to all faculty.

## 20. Review of Draft General Adjunct Faculty Handbook

Council members received a copy of the draft Adjunct Faculty Handbook. Carol Simpson asked members to review the document for any changes or additions needed. Suggestions should be sent directly to Connie Merriman. The draft Handbook will be discussed again at the next meeting. The goal is to have the Handbook available for adjunct faculty in the fall.

## 21. Demonstration of Distance Learning Website

Andy Casiello presented a demonstration on the new distance learning website.

## 22. Announcements

- E. The CLT Summer Institute will be held on May 24-25.
- F. The Provost's Council retreat will be held on Tuesday, July 12.
- G. Council members were reminded that the State-mandated training on (1) Alcohol and Other Drugs and (2) Preventing Workplace Violence is required by June 24, 2011.
- H. SCHEV Outstanding Faculty Award Nominations are due by August 1, 2011.