

September 9, 2011

TO: Provost's Council

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

SUBJ: Provost's Council Agenda for Tuesday, September 13, 2011

The Provost's Council will meet on Tuesday, September 13 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 August 9 minutes (see attachment, p. 1-3)
2. Activities in OCCS – Rusty Waterfield and Doug Streit
3. Implementation of New Regulations for Reinstatement of Graduate Students Effective Fall 2011 (see attachments, p. 4-8)  
Brenda Lewis
4. Proposed Revisions to the Policy on Academic Rank and Promotion in Rank and the Policy on Tenure Regarding the Selection of External Reviewers (see attachments, p. 9-10)
5. Interdisciplinary Programs and Educational Innovation at Old Dominion University: Current Status and Possible Steps (see attachment, p. 11-16)  
Chandra de Silva
6. Full-Time Faculty Member as a Degree Candidate (see attachment, p. 17)
7. Announcements
  - A. Richard Merz, threat assessment team coordinator, is available to come to Chairs' Council meetings and individual departmental meetings to discuss threat assessment. He can be reached at 3-5798 or [rmerz@odu.edu](mailto:rmerz@odu.edu).
  - B. Students withdrawing from courses and early alerts reminder (see attachment, p. 18)
  - C. The Sister City luncheon with Kochi, India will be held on Wednesday, September 14.
  - D. The Graduate Administrators Workshop will be held on Wednesday, September 28 from 9:00-11:30 a.m.
  - E. Adjunct Faculty Handbook (PDF document will be sent separately)

PROVOST'S COUNCIL  
September 13, 2011  
Minutes

The Provost's Council met on Tuesday, September 13, 2011 from 8:30-11:00 a.m. in the Board Room in Koch Hall. Those present were Carol Simpson (Chair), Oktay Baysal, Andy Casiello, Paul Champagne, Chandra de Silva, Linda Irwin-DeVitis, Gwen Lee-Thomas, Brenda Lewis, Shelley Mishoe, Ellen Neufeldt, Ginny O'Herron, Renee Olander, Chris Platsoucas, Doug Streit, Rusty Waterfield, Charles Wilson, and Gil Yochum. The following agenda items were discussed.

1. The August 9 minutes were approved.
2. Activities in OCCS

Rusty Waterfield and Doug Streit, information security officer, discussed the information security program and activities in the Office of Computing and Communications Services (OCCS) regarding the program. The goal of the office is to raise awareness about information security, maximize services, minimize risks, and manage residual risks. Mr. Streit discussed preventative controls that have been implemented and noted that he is meeting with system owners about information security.

3. Implementation of New Regulations for Reinstatement of Graduate Students Effective Fall 2011

Brenda Lewis reminded Council members that a revised reinstatement process for graduate students who are suspended for academic reasons will go into effect this fall and will affect students suspended at the end of the semester. She discussed the steps in the new reinstatement process. The responsibility for reinstatement resides in the academic department, and the graduate program director (GPD) and the department chair must agree for the student to be reinstated at the departmental level. If a student's reinstatement is denied by either the GPD or the chair, the student has the right to appeal to the Graduate Appeals Committee. A copy of the revised reinstatement policy and the members of the Graduate Appeals Committee were included with the agenda.

Carol Simpson suggested that the policy be revised to state that the GPD and the chair must agree for a student to be reinstated since this step is part of the procedure for implementing the new policy.

4. Proposed Revisions to the Policy on Academic Rank and Promotion in Rank and the Policy on Tenure Regarding the Selection of External Reviewers

Chandra de Silva discussed a proposed revision to the Policy on Tenure and the Policy on Academic Rank and Promotion in Rank. The revisions would clarify that both the department chair and the dean are involved in submitting the list of external reviewers to

the Provost and make the policies consistent with the schedules. The revised statement is as follows.

The chair will provide the list of reviewers to the dean and the dean will submit an agreed-upon list to the provost and vice president for academic affairs for final approval prior to initiating the review process.

Judy Bowman will forward the proposed revision to the Faculty Senate for their review.

Chris Platsoucas suggested that information be added to the policies to clarify what constitutes a conflict of interest in the selection of reviewers, such as guidelines about co-authors and editorships. He also asked whether external reviewers should be informed that, although their letters are confidential, their names are not. Carol Simpson asked Chandra de Silva, Paul Champagne, and others as interested to work on what might be added to the policies to explain conflicts of interest. She will consult with Jay Wright on whether the letter to external reviewers should be revised.

5. Interdisciplinary Programs and Educational Innovation at Old Dominion University: Current Status and Possible Steps

This issue will be discussed at the next meeting.

6. Full-Time Faculty Member as a Degree Candidate

This issue will be discussed at the next meeting.

7. Announcements

- A. Carol Simpson announced that the US News and World Report rankings will be released on September 13. There are now two tiers, and we are at the top of the second tier.
- B. Council members were informed that Richard Merz, threat assessment team coordinator, is available to come to Chairs' Council meetings and individual departmental meetings to discuss threat assessment. He can be reached at 3-5798 or [rmerz@odu.edu](mailto:rmerz@odu.edu).
- C. Council members were reminded about the email from Mary Swartz about students withdrawing from courses and early alerts reminder. Judy Bowman will forward the email.
- D. The Sister City luncheon with Kochi, India will be held on Wednesday, September 14.
- E. The Graduate Administrators Workshop will be held on Wednesday, September 28 from 9:00-11:30 a.m.
- F. Judy Bowman will forward the updated Adjunct Faculty Handbook to Council members.