

February 9, 2012

TO: Provost's Council

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

SUBJ: Provost's Council Agenda for Tuesday, February 14, 2012

The Provost's Council will meet on Tuesday, February 14 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 24 minutes (see attachment, p. 1-2)
2. Proposal for Auxiliary Faculty (see attachment, p. 3)
3. Recommendations for Amending the Faculty Handbook to Support Cross-disciplinary and Interdisciplinary Work and International Programs (see attachment, p. 4-5)
4. Salary Compression
5. Faculty Records Policy (see attachment, p. 6)  
Marty Sharpe
6. SACS On-Site Visit – April 15-20, 2012  
Marty Sharpe
7. Announcements
  - a. Provost's Award for Leadership in International Education (see attachment, p. 7-8)
  - b. Office of Academic Affairs Survey of Services – Spring 2012
  - c. Implementation of the New Undergraduate Writing Requirement

PROVOST'S COUNCIL  
February 14, 2012  
Minutes

The Provost's Council met on Tuesday, February 14, 2012 from 8:30-10:00 a.m. in the Board Room in Koch Hall. Those present were Carol Simpson (Chair), Oktay Baysal, Chandra de Silva, Jim Duffy, Heather Huling, Linda Irwin-DeVitis, Gwen Lee-Thomas, Brenda Lewis, Terri Mathews, David Metzger, Shelley Mishoe, Ellen Neufeldt, Ginny O'Herron, Marty Sharpe, Charles Wilson, and Gil Yochum. The following agenda items were discussed.

1. The January 24 minutes were approved.
2. Proposal for Auxiliary Faculty

Council members discussed the proposal for a category of Auxiliary Faculty. These appointments would usually be full-time appointments for a specified term and would not lead to tenure. Benefits of these types of appointments are as follows.

- a) Enable the recruitment of highly skilled, veteran faculty in areas such as business, health and education with SACS appropriate credentials to be given contract appointments at appropriate levels
- b) Allow the recruitment of non-tenure track faculty at senior levels so that they can be involved in grant writing
- c) Recognize the need for significant contributions in program direction, development, teaching, advising, etc. that might not be made by faculty seeking tenure, and in many cases, by highly active tenured faculty
- d) Allow ODU to compete with other universities for talented faculty. Virginia Commonwealth University makes active use of this kind of appointment. Other universities that use such appointments (variously termed as collateral faculty, auxiliary faculty and associated faculty) include the University of Southern California, University of Pennsylvania (Wharton School), the University of Utah and the University of Miami. These institutions have recognized that the traditional categories of Lecturer, Senior Lecturer, Assistant Professor, Associate Professor, Professor, Visiting Professor and Research Professor do not match all the needs of the university.

Council members supported the creation of this category for faculty appointments. They recommended that these faculty be called Faculty of Practice instead of Auxiliary Faculty. Chandra de Silva will revise the proposal and the justification based on the discussion. The revised proposal will be circulated to the Provost's Council for final review and then forwarded to the Senate.

3. Strategic Plan and Organization Chart for Student Engagement and Enrollment Services (SEES)

Ellen Neufeldt discussed the draft strategic plan and proposed organization chart for SEES. The strategic plan goals that have been identified are as follows.

- Strategically lead enrollment management through dynamic recruitment and retention practices that facilitate student success.
- Develop intentional opportunities for meaningful connections to the University.
- Collaboratively impact learning through integrated, developmentally appropriate educational experiences.
- Deliver comprehensive services through the use of innovative practices and relevant technology.
- Effectively prioritize and utilize resources (human, financial and physical) to support programs and services.

Dr. Neufeldt emphasized her desire to collaborate and partner with Academic Affairs to support the academic core and mission of the University. She asked Council members to send any input on the strategic plan to Scott Harrison. She indicated she hopes to have the organization chart in place by the end of the semester.

4. Recommendations for Amending the Faculty Handbook to Support Cross-disciplinary and Interdisciplinary Work and International Programs

Chandra de Silva discussed recommendations for amending the Policy on Evaluation of Faculty to support cross-disciplinary and interdisciplinary work and international programs. Council members supported the proposed revisions with one editorial revision. The proposed revisions will be forwarded to the Faculty Senate for review.

5. Salary Compression

This issue will be discussed at the next meeting.

6. Faculty Records Policy

Marty Sharpe reminded the deans that there must be a file in the dean's office that contains an official transcript of all academic work and a current copy of the CV for all faculty who are instructors of record. This information is of critical importance when the SACS review team is on campus in April. Carol Simpson stressed the importance of this and asked each college to assign someone to ensure all faculty files in deans' offices are complete.

Okta Baysal noted it would be useful to have a list that would outline where all documents related to faculty are held and distinguish between what is kept in the dean's office, departmental offices, Academic Affairs and Human Resources. Dr. Sharpe will work on revising the Faculty Records Policy to include this information.

Dr. Sharpe will send a list of the SACS team members and the new chair of the team to Council members.

7. SACS On-Site Visit – April 15-20, 2012

This issue will be discussed at the next meeting.

8. Announcements

- a. Information on the Provost's Award for Leadership in International Education was included with the agenda.
- b. Chandra de Silva announced that a survey of services will be conducted to obtain feedback and insights on the initiatives that have been supported by the Provost's Office over the past year (Spring, Summer, Fall 2011). Judy Bowman will send a copy of the proposed survey to Council members.
- c. Carol Simpson announced that the new undergraduate writing requirement for graduation is in effect now. Additional information will be sent to students and advisors about implementation of the new requirement.
- d. Linda Irwin-DeVitis announced the creation of the Military Alliance at Old Dominion. The mission of the Alliance is to ensure the coordination, continuation, and development of effective military-centered programs and support services at the University. There should be at least one faculty from each college on the Alliance. Dr. Irwin-DeVitis asked the deans to forward the names of interested faculty to Kathleen Levingston, Assistant Professor in Counseling and Human Services.
- e. Judy Bowman announced the Joseph B. and Toby Gittler Prize, which recognizes scholarly contributions to racial, ethnic, and/or religious relations. She will send more detailed information to the deans.
- f. David Metzger reminded the deans about the award for outstanding undergraduate researcher and mentor.
- g. The grand opening of the Learning Commons is February 16.