

October 17, 2013

TO: Provost's Council

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

SUBJ: Provost's Council Agenda for Tuesday, October 22, 2013

The Provost's Council will meet on Tuesday, October 22 in the Koch Hall Board Room. **Please note that the meeting will be from 9:00-10:00 a.m.** The following agenda items will be discussed.

1. Approval of the September 24 minutes (see attachment, p. 1-2)
2. Emergency Responses (see attachment, p. 3)
Chandra de Silva
3. Graduate Admissions Expectations
Brian Payne
4. Proposed Revisions to the Certificate Policy (see attachment, p. 4)
Brenda Lewis
5. Announcements
 - A. Nominations for Employee of the Month (see attachment, p. 5-7)
 - B. Faculty Survey on Summer School

PROVOST'S COUNCIL
October 22, 2013
Minutes

The Provost's Council met on Tuesday, October 22 from 9:00-10:00 a.m. in the Koch Hall Board Room. The following agenda items were discussed.

1. The September 24 minutes were approved
2. Emergency Responses

Chandra de Silva reminded Council members of requirements related to emergency management. Specifically, units should have procedures, such as updated phone trees, to communicate with and account for teaching faculty in an emergency situation. Units are also responsible for identifying and prioritizing critical services and systems as well as identifying and helping ensure recovery of critical assets and information. Carol Simpson asked Council members to be sure to review and update emergency management plans annually.

3. Graduate Admissions Expectations

Brian Payne informed Council members that the University needs to be more systematic in gathering and using data related to graduate enrollment. Associate deans and graduate program directors will receive data on applications and enrollment for the past five years and will be asked to make projections on the number of students they expect to admit and enroll for each graduate program. Dr. Payne noted that Bill Heffelfinger can help with targeted recruitment. Carol Simpson stated that SCHEV is beginning its program viability review and is proposing to double the number of students necessary for viability.

The deans expressed the need for resources for advertising and targeted marketing for graduate programs. Dr. Simpson asked the deans to identify the top 2-3 graduate programs in their college in order to develop an overall marketing strategy to promote these programs. The programs should be sent to Dr. Payne.

Jennifer Mullen will be invited to a future meeting to discuss issues related to the ODU website.

4. Proposed Revisions to the Certificate Policy

Brenda Lewis discussed the changes made to the Certificate Policy as a result of the discussion at the last meeting. The revised policy has been approved by the Graduate Administrators Council. Council members approved the proposed revisions. The revised policy will be forwarded to the Faculty Senate for review.

5. Announcements

- A. Judy Bowman encouraged Council members to nominate individuals for the Employee of the Month award.
- B. Jeanie Kline informed Council members that a faculty survey on summer school will be conducted. The survey was requested by faculty serving on the Summer School Task Force.
- C. Carol Simpson reminded Council members about the latest revisions proposed for the academic calendar. She asked the Deans to discuss the proposed revisions with department chairs and to let Judy Bowman know if there are any issues or concerns. The proposal has been forwarded to the Faculty Senate and will be forwarded to the Student Government Association.