

March 21, 2013

TO: Provost's Council

FROM: Judith M. Bowman
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SUBJ: Provost's Council Agenda for Tuesday, March 26, 2013

The Provost's Council will meet on Tuesday, March 26 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 March 12 minutes (see attachment, p. 1-3)
2. Course Offering Study 200610-201310 (see attachment, p. 4-6)
Mary Swartz
3. Update on Summer School
Jeanie Kline
4. Affordable Care Act Impact on Adjunct Faculty
5. Announcements
 - A. Graduate Achievement Day will be held April 11.

PROVOST'S COUNCIL
March 26, 2013
Minutes

The Provost's Council met on Tuesday, March 26 from 8:30-10:00 a.m. in the Board Room in Koch Hall. Those present were Carol Simpson (Chair), Oktay Baysal, Andy Casiello, Paul Champagne, Chandra de Silva, Sharon Judge, Jeanie Kline, Brenda Lewis, Shelley Mishoe, Ginny O'Herron, Renee Olander, Chris Platsoucas, September Sanderlin, Marty Sharpe, Mary Swartz, Charles Wilson, and Gil Yochum. The following agenda items were discussed.

1. The March 12 minutes were approved.
2. Course Offering Study 200610-201310

Mary Swartz discussed the Course Offering Study, which shows the frequency of course offerings and enrollment in course sections from fall 2006 through fall 2013. The data will be used to include information in the Catalog about which semester courses are offered. In addition, departments will be notified about courses not offered for three years for possible deactivation.

Each dean received a sample report for their college. The full report will be shared with the deans, associate deans and department chairs electronically. Ms. Swartz will meet with the associate deans to explain the report. Carol Simpson asked the deans to review the report, especially for under-enrolled courses and courses not offered at all in the past 3 years or offered infrequently.

3. Update on Summer School

Jeanie Kline updated Council members on summer school. She is working to build summer school enrollment, especially for summer 2014 and beyond. Two areas for possible enrollment growth are online courses and recent high school graduates. Eight online general education courses for matriculated students have been added for summer 2013. Dr. Kline and Mary Swartz will meet with the associate deans to discuss the summer schedule and planning.

4. Affordable Care Act Impact on Adjunct Faculty

September Sanderlin met with Council members to discuss the impact of the Affordable Care Act on adjunct faculty. Under the Act, non-classified part time workers, including adjunct faculty, who work an average of 30 or more hours per week for a year are eligible for health care, which must be provided by the employer. Virginia's legislators are requiring a maximum of 29 hours per week averaged over the year, which translates to an average of three (3) 3CH courses per semester per year. The University does not have the option of offering health

benefits to these employees. Final guidance on the Affordable Care Act as it relates to adjunct faculty will be available from the state on April 3.

Ms. Sanderlin stated that the University has 53 adjunct faculty who work 30 or more hours per week over the course of the year, and 35 of these faculty members are considered critical. The University hopes to convert some of these positions to full time and is looking into other actions that might be taken. Carol Simpson asked the deans to look at adjunct schedules for the summer and fall in case we need to limit courses offered by some adjuncts. Jim Duffy will send data to the deans regarding their adjunct faculty.

5. Faculty Senate Issue 2012/13-23, Applying MSL and NAVS Courses to Satisfy General Education

Council members discussed and approved the recommendation from the Faculty Senate for a change to the upper-level General Education requirement. The change would allow a student majoring in a business discipline and a student majoring in an engineering discipline to use upper-level Military Science and Leadership (MSL) and Naval Science (NAVS) courses respectively to satisfy the course requirements for upper-level General Education Option D. The Council's recommendation will be forwarded to President Broderick for approval.

6. Faculty Senate Issue 2012/13-8, Additional Revisions to the Policy on Evaluation of Teaching

Council members discussed the recommendation from the Faculty Senate regarding additional revisions to the policy on evaluation of teaching. The additional revisions were proposed initially by the Provost's Council. Some of the revisions were the result of input from Grace Little and were intended to make the policy consistent with current practice. In addition, the following two substantive revisions were initially proposed by the Provost's Council:

1. Advisement of students as it relates to undergraduate research and theses, master's theses and doctoral dissertations was incorporated in the policy.
2. The section on administration of student opinion surveys was revised to require the surveys for every course, each semester for all faculty. The deans felt strongly that all courses should be evaluated, not just those taught in the fall and spring semesters.

The Faculty Senate agreed with the revisions related to undergraduate research and theses, master's theses and doctoral dissertations. Council members concurred with the Senate's recommendation that the statement on evaluation of team teaching be added back to the policy. However, the Senate did not support the recommendation that student opinion surveys be required for all faculty in the summer. They felt that faculty use summer as a time to experiment with new

course offerings. They also felt that summer is different from the fall and spring semesters because of smaller enrollments and a reduced time period for courses. Carol Simpson expressed support for administering student opinion surveys in the summer for all courses, but particularly for faculty on alternate contracts. Paul Champagne agreed to add the requirement for administration of the surveys in the summer for those faculty on alternate contracts. The requirement to administer the surveys for all faculty in the summer will be revisited by the Provost's Council in the fall; at that time data will be available on whether student participation increases as a result of the new methods developed to encourage participation as well as whether summer enrollment increases.

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

7. Announcements

- B. Brenda Lewis distributed a flyer on the Brown Bag Meeting for GPDs and Administrators of Graduate Programs on March 26.
- C. Brenda Lewis announced that the Graduate Student Organization will hold a reception for all graduate students on April 4. She will send additional information to the deans.
- D. Brenda Lewis distributed a flyer on Graduate Achievement Day, which will be held April 11. She asked the deans to encourage their faculty to attend.