

February 22, 2013

TO: Provost's Council

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

SUBJ: Provost's Council Agenda for Tuesday, February 26

The Provost's Council will meet on Tuesday, February 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 February 12 minutes (see attachment, p. 1-3)
2. Planning and Implementation of ODU's Upcoming International Festival - April 7
Lesa Clark
3. Update on Student Opinion Surveys – Grace Little
4. Peer Review of Portfolio (see attachment, p. 4-7)
5. Update on International Programs – Marcelo Siles
6. Update on SCHEV Competencies and E-Portfolios (see attachment, p. 8-11)
Worth Pickering
7. Faculty Senate Issue 2012/13-20, Guidelines for Service as a Principal Investigator (see attachment, p. 12-13)
8. Enrollment Requirements for Master's Degree Seeking Students with Assistantships in their Final Semester (see attachment, p. 14-15)
Brenda Lewis
9. Announcements
 - A. Conversion of all 20 Pay Faculty to 24 Pay Periods (see attachment, p. 16)
 - B. Graduate Research Achievement Day will be April 11, 2013.
 - C. Provost's Council Retreat will be held on Tuesday, July 9, 2013.
 - D. Provost's Outstanding Undergraduate Researcher Award, 2012-13 (see attachment, p. 17)
 - E. Provost's Award for Outstanding Undergraduate Research Faculty Mentor, 2012-13 (see attachment, p. 18)

PROVOST'S COUNCIL
February 26, 2013
Minutes

The Provost's Council met on Tuesday, February 26 from 8:30-10:00 a.m. in the Board Room in Koch Hall. Those present were Chandra de Silva (Chair), Oktay Baysal, Andy Casiello, Lesa Clark, Jim Duffy, Sharon Judge, Brenda Lewis, Grace Little, Terri Mathews, David Metzger, Shelley Mishoe, Mohammad Najand, Ginny O'Herron, Worth Pickering, Stephanie Riggs, Marcelo Siles, and Charles Wilson. The following agenda items were discussed.

1. The February 12 minutes were approved.
2. Planning and Implementation of ODU's Upcoming International Festival - April 7

Lesla Clark and Stephanie Riggs from the Office of Intercultural Relations presented information on ODU's upcoming International Festival. The event's mission is to recognize and celebrate diversity, engage students in and out of the classroom, build collaborative community partnerships across regional districts and throughout Virginia, and facilitate cross-cultural interaction. The festival includes merchant vendors, cultural craft activities, educational vendors, performances, and authentic ethnic cuisine.

Ms. Clark asked the Deans to encourage faculty participation in the festival, especially as educational vendors. She distributed the flyer for the event and the educational vendor registration form. Chandra de Silva suggested having a table from the Office of Admissions. Andy Casiello will review the event with the video production staff in Distance Learning to see what their plans are for the event. He will also look into preparing a documentary or other production that highlights the University's diversity.

3. Update on Student Opinion Surveys – Grace Little

Grace Little from the Office of Computing and Communications Services (OCCS) briefed Council members on steps they are taking to increase participation in the student opinion surveys. Students will soon be able to complete the opinion surveys through an application on their mobile phones. Ms. Little also demonstrated a new tool in development that will track responses to the surveys during the semester. The mobile phone application should be available by March 5 and the tracking tool by March 15. Ongoing efforts to increase student participation include an iPad give-away, email announcements, posters, signs, and tags on doors in the residence halls. The Student Government Association is also involved and encourages students to participate.

One issue affecting participation is that students don't realize that the student opinion surveys are what used to be called course evaluations. Ms. Little asked

the Deans to work with their faculty to encourage student responses. One method would be for faculty to devote time at the end of a class period and ask students to complete the survey using their mobile phones. Some faculty give extra credit for participation. Oktay Baysal suggested that information about the student opinion surveys be included on course syllabi. Chandra de Silva asked Ms. Little to send a short summary of actions being taken to encourage responses on the surveys to Provost's Council members.

4. Peer Review of Portfolio

Chandra de Silva called the deans' attention to the University Policy on the Evaluation of Teaching and the section on Peer Review of Portfolio. The reviews of portfolios should be conducted every five years for tenured faculty, every three years for senior lecturers and every year for nontenured faculty, lecturers, instructors, and adjunct faculty. He noted that information on peer reviews was missing in some of the nominations for University awards and asked the Deans to ensure the reviews are done in every department.

5. Update on International Programs

Marcelo Siles presented an update on activities in International Programs.

- International connections have expanded with 10 MOUs signed recently and others in development.
- Emphasis has been placed on bringing international students to ODU and sending our students abroad.
- Work is underway on having short-term study abroad experiences for first-year students. These experiences would take place prior to the fall semester.
- Faculty-led study abroad experiences have increased, and student participation is expected to increase.
- An effort is being made to find new sources of funding for student scholarships.
- The University recently opened offices in China and India. Other areas of concentration are Korea, Turkey, Iraq, and Brazil.
- Enrollment in courses in the English Language Center has increased 42% in the last year. However, this number is vulnerable to decline because of the high dependence on students from Saudi Arabia.

Dr. Siles asked Council members to contact him with any questions.

6. Update on SCHEV Competencies and E-Portfolios

Worth Pickering discussed the methodology for assessing all goals of the 2010 revised General Education curriculum plus critical thinking on a four-year cycle. He distributed the General Education assessment timeline and the results of the assessment for critical thinking and written communication within the major. The

two assessment reports contain recommendations, which will be implemented during the next year. Chandra de Silva suggested that Dr. Pickering meet with the colleges to discuss the assessment results.

7. Faculty Senate Issue 2012/13-20, Guidelines for Service as a Principal Investigator

Council members discussed and approved the recommendation from the Faculty Senate for revisions to the Guidelines for Service as a Principal Investigator. The recommendation will be forwarded to President Broderick for approval.

8. Enrollment Requirements for Master's Degree Seeking Students with Assistantships in their Final Semester

Brenda Lewis discussed a policy on Enrollment Requirements for Master's Degree Seeking Students with Assistantships in their Final Semester proposed by the Graduate Administrators Council. The proposal would allow master's students holding graduate teaching, research or administrative assistantships who are in their final semester and who are within six hours of completing their degree requirements to register for six or fewer graduate credits needed for the completion of their degree and be considered full time. The proposal would also allow those who are completing a master's thesis or master's project but have not yet defended it to register for one hour of graduate credit in their final semester to be considered full time. The policy would be complementary to existing policy for graduate students.

Provost's Council members approved the proposed policy, which will be sent to the Faculty Senate for review.

9. Announcements

- A. Information on conversion of all 20 pay faculty to 24 pay periods was included with the agenda.
- B. Graduate Research Achievement Day will be April 11, 2013.
- C. The Provost's Council Retreat will be held on Tuesday, July 9, 2013.
- D. Information on the Provost's Outstanding Undergraduate Researcher Award for 2012-13 was included with the agenda.
- E. Information on the Provost's Award for Outstanding Undergraduate Research Faculty Mentor for 2012-13 was included with the agenda.