

September 5, 2013

TO: Provost's Council

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

SUBJ: Provost's Council Agenda for Tuesday, September 10, 2013

The Provost's Council will meet on Tuesday, September 10 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 27 minutes (see attachment, p. 1-3)
2. Outside Employment Involving Teaching or Consulting for Another Institution for Administrative and Professional Faculty and Classified Employees (see attachment, p. 4)
3. Proposed Revisions to the Academic Calendar (see attachment, p. 5-6)
4. Proposed Revisions to the External Review Letter (see attachment, p. 7)
5. Proposed Revisions to the Policy on Evaluation of Academic Deans and Discussion of the Survey Form for the Evaluation of Deans (see attachments, p. 8-13)
6. Faculty Productivity Data and Workload Analysis
Jim Duffy
7. Announcements

PROVOST'S COUNCIL
September 10, 2013
Minutes

The Provost's Council met on Tuesday, September 10 from 8:30-10:00 a.m. in the Board Room in Koch Hall. Those present were Carol Simpson, Chair, Oktay Baysal, Jane Bray, Chandra de Silva, Jim Duffy, Heather Huling, Brenda Lewis, Shelley Mishoe, Ginny O'Herron, Renee Olander, Brian Payne, Chris Platsoucas, Charles Wilson, and Gil Yochum. The following agenda items were discussed.

1. The August 27 minutes were approved.
2. Outside Employment Involving Teaching or Consulting for Another Institution for Administrative and Professional Faculty and Classified Employees

Council members discussed the form used by administrators and classified staff to request outside employment. Carol Simpson proposed adding language that would require the approval of the department chair and dean when the outside activity involves teaching or consulting for another institution. The chair and dean would certify that the activity is not in direct or indirect competition with the interests of the University or programs offered by the department. Council members approved the proposed revision. Judy Bowman will inform September Sanderlin, Vice President for Human Resources.

3. Proposed Revisions to the Academic Calendar

Council members discussed the proposed revisions to the academic calendar. One of the revisions was in response to a request from the Student Government Association to add a reading day in the fall semester. The only way to include a reading day in the fall and ensure the appropriate number of instructional days would be to begin classes on a Thursday or Friday. After discussion, Council members did not support beginning classes on a Thursday or Friday. Instead, they recommended moving the fall break to the week of Thanksgiving, which would result in a full week with no classes. While not constituting a reading day, this would give students a block of time fairly close to the exam period.

Under the current calendar for the spring semester, classes end on a Tuesday, Wednesday is a reading day, and exams begin on Thursday. Council members recommended that classes end on a Monday; there are 16 Tuesdays in the spring semester (one extra), so this class day could be eliminated. Tuesday would become the reading day and exams would begin Wednesday.

Carol Simpson also suggested that we adjust the beginning of the fall and/or spring semesters in some years so there is no longer than two weeks between the end of summer session and the beginning of the fall semester. Currently classes begin on the Saturday prior to Labor Day weekend and the Saturday prior to

Martin Luther King weekend. In some years, such as 2015, these start dates result in a three-week break between the end of summer and the beginning of fall. Council members supported this revision.

Implementation of the Council's recommendations would result in the following calendar for 2015-16.

Fall 2015

Saturday, August 22	Classes begin
Monday, September 7	Labor Day Holiday
Mon-Sun, November 23-29	Thanksgiving Holiday
Friday, December 4	Classes end
Saturday, December 5	Exams begin
Friday, December 11	Exams end
Saturday, December 12	Commencement

Spring 2016

Saturday, January 9	Classes begin
Sat-Mon, January 16-18	Martin Luther King Jr. Holiday
Mon-Sat, March 7-12	Spring Holiday
Monday, April 25	Classes end
Tuesday, April 26	Reading day
Wednesday, April 27	Exams begin
Wednesday, May 4	Exams end
Fri-Sat, May 6-7	Commencement exercises
Saturday, May 7	Degree conferral date

Dr. Simpson will take the proposed calendar for 2015-16 to the President's Cabinet for discussion.

4. Proposed Revisions to the External Review Letter

Chandra de Silva suggested revisions to the letter that goes to external reviewers when faculty are considered for tenure or promotion. The revisions would include the exact language from the Faculty Handbook in the letter. Council members agreed with the proposed revisions. Dr. de Silva will send the revised letter to the Deans for distribution to department chairs.

5. Proposed Revisions to the Policy on Evaluation of Academic Deans and Discussion of the Survey Form for the Evaluation of Deans

Council members reviewed the proposed revisions to the policy on Evaluation of Academic Deans and suggested several additional revisions. The revised document will be returned to the Faculty Senate for review.

Council members also reviewed the Survey Form for the Evaluation of Deans. Oktay Baysal recommended that the items on supporting effective teaching and supporting research/scholarly work be moved closer to the beginning of the survey form. The deans were asked to send any additional revisions to the survey form to Judy Bowman.

6. Faculty Productivity Data and Workload Analysis

Jim Duffy discussed the workload analysis process and presented a snapshot of some of the data JLARC has asked for, which involves data on all teaching faculty in terms of workload and revenue generated. He noted that the information requested by JLARC has implications for how we track data. In addition, the information he has compiled could be a useful tool for deans. He hopes to have a product the deans can use by the first of the year. Suggestions or questions should be referred to Mr. Duffy.