

October 17, 2014

TO: Provost's Council

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

SUBJ: Provost's Council Agenda for Tuesday, October 21

1. Approval of the September 23 minutes (see attachment, p. 1-3)
2. Approval of the October 7 minutes (see attachment, p. 4)
3. Continuing Education/Noncredit Courses in Blackboard
Jim Shaeffer and Dave Hamel
4. Review of Feedback on the Draft Policy for the Support of Program Development and Growth in an Asynchronous Online Delivery Format (see attachments, p. 5-10)
5. Proposed Changes to the Policy on Initial Appointment of Teaching and Research Faculty Regarding Term-Limited Faculty (see attachment, p. 11-14)
Chandra de Silva
6. Proposed Changes to the Policy on Tenure-Track Positions Funded by Research Centers (see attachment, p. 15)
7. Proposed Changes to the Policy on Tenure and the Tenure Schedules Regarding the Probationary Period (see attachments, p. 16-19)
Chandra de Silva
8. Proposed New Policy on Conversion of an Adjunct Position to Appointment to the Rank of Lecturer (see attachment, p. 20)
Chandra de Silva
9. Proposed New Form on Exceptional Certification of Faculty for Graduate Instruction (see attachment, p. 21)
Robert Wojtowicz

10. Safety and Security in Undergraduate Teaching Labs and the Legal Responsibility Associated with Students in these Labs with no Instructor Present
Chandra de Silva
11. Impact of Commonwealth Budget Cuts on the Library's Holdings
George Fowler
12. Announcements
 - A. Reminder: Department and College Annual Reports
 - B. New Federal Regulations Regarding Voluntary Reporting of Disability (see attachment, p. 22)
 - C. CSEE Member Organizations: Annual Convention in Norfolk on July 14-16, 2015 at the Norfolk Waterside Marriott (see attachment, p. 23-26).
 - D. October 28 Provost's Council meeting canceled; next meeting November 11.

PROVOST'S COUNCIL
October 21, 2014
Minutes

The Provost's Council met on Tuesday, October 21 from 8:30-10:00 a.m. in the Koch Hall Board Room. Those present were Carol Simpson (Chair), Vinod Agarwal, Oktay Baysal, Richardean Benjamin, Jane Bray, Andy Casiello, Chandra de Silva, Jim Duffy, George Fowler, Ravi Mukkamala, Renee Olander, Brian Payne, Jim Shaeffer, Charles Wilson, and Robert Wojtowicz. (Guests included Giovanna Genard, Jason Phenicie, and David Hamel.) The following agenda items were discussed.

1. The September 23, 2014 and October 7, 2014 minutes were approved.
2. Updates on Website Management

Giovanna Genard reported that there are now two options for maintaining and updating departmental and college web sites. Those include:

- a. Content administrators continuing to upload documents, photos, and any other revisions to the server for subsequent posting to the website; and
- b. A self-service option, allowing content administrators to upload materials directly to the web.

Ms. Genard provided a handout and noted that all websites must comply with state and federal laws, and if there are questions about these laws—or about the self-service option—Jason Phenicie can provide answers. All sites will be monitored for compliance.

Charles Wilson asked that the deans be provided this handout electronically, and Carol Simpson reiterated the compliance requirements especially in regard to the Americans with Disabilities Act, and asked the deans to forward the handout to all associate deans and department chairs.

Ms. Genard announced that a new project-tracking system will provide information about the timeliness of uploads to the web. Chandra de Silva asked about training, particularly for those who move to self-service. Mr. Phenicie said that training is ongoing, as the needs arise. Andy Casiello mentioned that Distance Learning is in a unique web environment and asked how higher-level University information will be handled. Ms. Genard indicated that Mr. Phenicie's team will continue to maintain these areas.

3. Continuing Education/Noncredit Courses in Blackboard

Jim Shaeffer announced that Blackboard is available for all classes, both credit and noncredit, and David Hamel presented information related to the

use of Blackboard by students and faculty. All who enroll at ODU have access to a UIN and to the Midas ID account—with the latter extending three terms past the last enrollment.

George Fowler asked how the noncredit students and faculty are counted for licensing purposes, and Carol Simpson indicated that the FTE counts will include both credit and noncredit courses/students/faculty. Jane Bray asked if Blackboard will interface with WEAVE, and Mr. Hamel said he did not believe there is an interface. Robert Wojtowicz asked that any discussions related to Blackboard and WEAVE include Tisha Paredes.

Mr. Hamel also mentioned that Blackboard has a Certificate/Badge feature option, and Carol Simpson asked that it remain unavailable for general use until further discussions are held. She asked for significant faculty participation to this discussion. Oktay Baysal suggested Ali Ardalan for the group.

4. Review of Feedback on the Draft Policy for the Support of Program Development and Growth in an Asynchronous Online Delivery Format

Andy Casiello provided an update on the resource model for distance learning programs, drawing particular attention to the Policy Comparison Matrix, dated September 3, 2014. The charts show the two current policies that are intended to be converted into a new model (Mr. Casiello indicated that he will replace the September 3 version with a newer version that removes (1) part-time faculty from the course release component and (2) compensation from Department/College in the course development and revision sections). The intent remains to create incentives for departments and colleges who wish to consider new online delivery modes for specific programs.

Vinod Agarwal noted that the policies related to compensation for teaching should be consistent across the University, regardless of delivery mode. He also asked if payments could be provided in two separate installments. Carol Simpson said that a portion of the technology fee is available early in the semester, so this may be considered. Discussions also related to the impact of this resource model on teach load policies. Carol Simpson and Andy Casiello will hold a faculty forum on November 21 to cover the recommended changes, and will subsequently forward the model to the Faculty Senate for their review.

5. Policy on Initial Appointment of Teaching and Research Faculty

Chandra de Silva presented information regarding proposed changes related to Section II, Parts E (Adjunct Faculty, Lecturers, and Term-Limited Faculty) and F (Research Faculty) in the Policy on Initial Appointment of Teaching and Research Faculty. The proposed revisions are in two areas. First, in

Section II.E., the changes specify the process for the appointment of faculty of practice to ensure that they are in line with the current rules in the policy on Academic Rank and Criteria for Rank. The second set of revisions, to section II.F., specify grant support expectations relating to research faculty who are base funded wholly or partly by the University. These latter changes are intended to provide guidance in the evaluation of research faculty funded by the University. A suggestion was made to define “term-limited” as part of the policy. The changes were approved unanimously and will be forwarded to the Faculty Senate for review.

6. Proposed Changes to the Policy on Tenure-Track Positions Funded by Research Centers

Chandra de Silva discussed proposed changes to the Policy on Tenure-Track Positions Funded by Research Centers. The proposed changes are intended to clarify that the requirements in place for purchased release for regular faculty also apply to faculty who are attached to research centers. The proposed changes to the policy were approved unanimously and will be forwarded to the Faculty Senate for review.

7. Proposed Changes to the Policy on Tenure and the Tenure Schedules Regarding the Probationary Period

Carol Simpson stated that the proposed revisions are not intended to change the policy on Tenure but to clarify it. First, Section III.D. is changed to make it clear that all tenure-track faculty, whether appointed in mid-year or in fall, have a maximum of 21 semesters or seven years as their probationary period. The current rule in the policy also specifies that probationary faculty need to be notified of the tenure decision by April 30 and does not take into account that mid-year candidates receive decisions on their tenure in December. The other changes relate to specifying a date for decisions on tenure relating to mid-year faculty. The changes were approved unanimously and will be forwarded to the Faculty Senate for review.

8. Proposed New Policy on Conversion of an Adjunct Position to the Rank of Lecturer

This item was deferred to a future meeting.

9. Proposed New Form on Exceptional Certification of Faculty for Graduate Instruction

Robert Wojtowicz asked the Council to approve the form for graduate-level faculty members without a terminal degree. The proposed form was approved unanimously. The form will be made available on both Academic Affairs and college websites.

10. Safety and Security in Undergraduate Teaching Labs and the Legal Responsibility Associated with Students in these Labs with no Instructor Present

This item was deferred to a future meeting.

11. Impact of Commonwealth Budget Cuts on the Library's Holdings

This item was deferred to a future meeting.

12. Announcements

- A. Council members were reminded about department and college annual reports.
- B. Information about new federal regulations regarding voluntary reporting of disability was included with the agenda.
- C. Information about the annual convention for CSEE member organizations to be held in Norfolk July 14-16 was included with the agenda.
- D. The next Provost's Council meeting will be November 11.