

September 18, 2014

TO: Provost's Council
FROM: Judith M. Bowman
Assistant Vice President for Undergraduate Studies
SUBJ: Provost's Council Agenda for Tuesday, September 23, 2014

The Provost's Council will meet on Tuesday, September 23 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 12, 2014 minutes (see attachment, p. 1-2)
2. Changes to the Distance Learning Revenue Share Model (see attachments, p. 3-7)
3. Feedback on the Crisis and Emergency Management Plan: due September 26
4. Proposed Change to the Policy on Faculty Records (see attachment, p 8)
5. Budget Implications
6. Proposed Change to the Policy on Evaluation of Faculty (see attachment, p. 9-12)
7. Announcements
 - A. Strategic Plan 2014-2019
 - B. Reminder: Advance Notification for New Programs and Certificates

PROVOST'S COUNCIL
September 23, 2014
Minutes

The Provost's Council met on Tuesday, September 23 from 8:30-10:00 a.m. in the Koch Hall Board Room. Those present were Carol Simpson (Chair), Vinod Agarwal, Oktay Baysal, Jane Bray, Andy Casiello, Chandra de Silva, Jim Duffy, George Fowler, Shelley Mishoe, Renee Olander, Chris Platsoucas, Jim Shaeffer, Charles Wilson, and Robert Wojtowicz. The following agenda items were discussed.

1. The August 12, 2014 minutes were approved.
2. Carol Simpson reminded the deans of the following items:
 - a. Classified evaluations are due October 24 and all supervisors are asked to provide meaningful and substantive commentary. This is particularly important for employees who are not performing as expected, but it is also valuable for all employees.
 - b. Speaking engagements requested of President Broderick must first go through Sherry Davis to ensure that the President is available, with talking points provided to Sherry for the planned event.
 - c. Members of the ODU community are to defer to the President's Office for official remarks and in representing a position of the University. No individual may represent the views of the University without prior approval. When elected officials are involved, Elizabeth Kersey also needs to be informed.
 - d. The football game on Friday, September 26 will present challenges for employee parking. Anyone with mobility needs may request assistance from the Parking Office. The working hours for Friday have not changed.
3. Changes to the Distance Learning Revenue Share Model

Andy Casiello provided an update on the revenue-sharing model for distance learning programs. As background, the model in place has involved revenues from new enrollments in online programs split among several entities. For the past 3 years, 40% of the net projected revenues were transferred to departments offering the programs. Despite steady growth in online registrations, a transfer of student enrollment from face-to-face to online registration meant that tuition revenue funds this year were insufficient to cover all the obligations of the current DL revenue share model. It was recognized that a revised model will be necessary for future years.

In consultation with COO David Harnage, a recommendation was made to ask departments to specify their online programming needs, to include incentive payments to the faculty delivering the programs, since one University-wide

model does not meet the needs of every area. These requests would be handled within Academic Affairs a manner similar to the general fund budget requests for new academic years.

Carol Simpson has offered to meet with the six chairs who were affected by changes in the DL revenue sharing distribution in early Fall, and that meeting will take place Thursday, September 25.

Discussions ensued about the involvement of deans, carryover funds in new fiscal years, incentive components of the model, the rationale for change, and communication plans as the model is revised. Carol Simpson asked the deans to review a draft working document and to bring recommendations for revision to the next Provost's Council meeting. She added that discussions will continue through the fall semester, and that the Faculty Senate and departments that are heavily involved in distance learning would be asked to provide feedback as well.

4. Feedback on the Crisis and Emergency Management Plan

Carol Simpson reminded the deans of the Crisis and Emergency Management Plan, which is due next week, and asked each one to refine the plan for their unique college environments. For example, hazardous materials or highly valuable items on first floors may need to be addressed within the plan since flooding is a significant threat to the campus.

5. Proposed Change to the Policy on Faculty Records

Carol Simpson noted that there has been a change to the Policy on Faculty Records that is in alignment with Virginia's records policy. Specifically, basic documentation on faculty is to be maintained for five years after separation, termination or other departure. The Faculty Senate will be informed of the change.

6. Budget Implications

Carol Simpson discussed the current budget implications for the University, and noted that ODU was spared significant cuts during the 2014-15 year; she said plans are underway for the University to return funds to Richmond. At this time, positions will not be eliminated and deans are encouraged to hire faculty where lines are available and unfilled.

7. Proposed Change to the Policy on Evaluation of Faculty

A language change to the Policy on Evaluation of Faculty was approved. The change specifies the timeframe for pre-tenure review for faculty hired mid-year. The change will be shared with the Faculty Senate.

8. Announcements

- a. Carol Simpson noted that the Board of Visitors endorsed the Strategic Plan Goals and Objectives and recognized that the initial language for the plan included anticipated significant new funding, which is no longer available. This change to the budget situation affords an opportunity for the University to review the Action Items to ensure that the new goals are achievable. A presentation and update will be made to the University community on October 3.
- b. Carol Simpson reminded the deans that Brian Payne has requested advance notification of all new programs and certificates so that he can work within guidelines and regulations at the state level and remain compliant with SACSCOC.