

March 20, 2015

TO: Provost's Council

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

SUBJ: Provost's Council Agenda for Tuesday, March 24, 2015

The Provost's Council will meet on Tuesday, March 24 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 10, 2015 minutes (see attachment, p.1-3)
2. Updates from the Registrar's Office  
Mary Swartz
3. Service Learning Initiatives (see attachments, p. 4-9)  
Emily Eddins
4. Compensation to Faculty for Administrative Assignments  
Chandra de Silva
5. Proposed Revisions to the Policy on Course Outlines (see attachment, p. 10)  
Brian Payne
6. Emeritus/Emerita Appointments for Librarians (see attachment, p. 11)
7. Announcements
  - A. Guidelines for faculty teachloads in each college will be an agenda item at the next Provost's Council meeting.

PROVOST'S COUNCIL  
March 24, 2015  
Minutes

The Provost's Council met on Tuesday, March 24 from 8:30-10:00 a.m. in the Board Room in Koch Hall. Those present were Chandra de Silva (Chair), Vinod Agarwal, Jane Bray, Andy Casiello, Jim Duffy, Emily Eddins, George Fowler, Janet Katz, Shelley Mishoe, Renee Olander, Brian Payne, Chris Platsoucas, Jim Shaeffer, Mary Swartz, Linda Vahala, and Robert Wojtowicz. The following agenda items were discussed.

1. The March 10, 2015 minutes were approved.
2. Updates from the Registrar's Office

Mary Swartz, University Registrar, provided an update on activities and projects in the Registrar's Office. She described a semi-annual student data collection project that will be implemented. Students will complete a student information form, which will include items such as personal email, personal phone, whether the student takes online classes, military affiliation, and parent relationship. The data will go into Banner once the form is submitted. In the future, the data will be used to support the University's alert system.

Ms. Swartz also described the new online graduation process that is available to students. The graduation process has been combined with the Commencement process and should make both processes easier to understand and less confusing. The final project is Banner proxy access, which allows students to assign rights to see the student's schedule, tuition bill and grades to a family member. Proxy access will be introduced at Preview in summer 2015.

3. Service Learning Initiatives

Emily Eddins, Assistant Director for Service-Learning, provided information about service-learning at ODU. She stated that service-learning is growing and provided a list of service-learning courses offered in spring 2015, new service-learning courses in 2014-15, and new service-learning courses in development for 2015-16. Service-learning instructional mini-grants are available to provide financial support for faculty in service-learning. Eight courses were awarded between \$500 and \$1000 to develop or expand academic service-learning opportunities in spring 2015. In addition, the CLT summer institute will focus on service-learning and will include a session on combining service-learning with eportfolio.

Dr. Eddins is working to develop a way for students to know a course involves service-learning when they register and a self-report system for faculty. The deans were asked to encourage their faculty to let Dr. Eddins know if they are

interested in service-learning. Chandra de Silva suggested that she come to each of the colleges to discuss service-learning.

4. Compensation to Faculty for Administrative Assignments

The issue of compensation to faculty for administrative assignments was raised by lecturers and senior lecturers. Chandra de Silva asked the deans to look at the policy and practice in their college to ensure they are consistent.

5. Proposed Revisions to the Policy on Course Outlines

Brian Payne informed Council members that the Student Government Association has asked for revisions to the policy regarding course syllabi. He shared the current policy on Course Outlines with suggested revisions. Council members made several additional revisions. The proposed revisions will be forwarded to the Student Government Association and the Faculty Senate for review.

6. Emeritus/Emerita Appointments for Librarians

Council members discussed the policy on Emeritus/Emerita Appointments and whether the policy should be revised to include librarians and administrators. The issue will be discussed in more detail at the next meeting.

7. Announcements

A. Chandra de Silva announced that guidelines for faculty teachloads in each college will be an agenda item at the next Provost's Council meeting.