

April 9, 2015

TO: Provost's Council

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

SUBJ: Provost's Council Agenda for Tuesday, April 14, 2015

The Provost's Council will meet on Tuesday, April 14 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 24 minutes (see attachment, p. 1-2)
2. Introduction of Randle Richmond, the new Senior Associate Athletic Director for Compliance and Student-Athlete Welfare
3. Guidelines for Faculty Teachloads in Each College
4. Emeritus/Emerita Appointments (see attachment, p. 3)
5. Proposed Revisions to the Policy on Graduate Assistantships, Including Enrollment Requirements (see attachment, p. 4-9)  
Robert Wojtowicz
6. Electronic Theses and Dissertations Process – Spring 2015 Pilot (see attachment, p. 10)  
Robert Wojtowicz
7. Dual Career Considerations for Hiring Managers (see attachment, p. 11-14)  
Jeanie Kline
8. Announcements

PROVOST'S COUNCIL  
April 14, 2015  
Minutes

The Provost's Council met on Tuesday, April 14, 2015 from 8:30-10:00 a.m. in the Board Room in Koch Hall. Those present were Chandra de Silva (Chair), Vinod Agarwal, Oktay Baysal, Jane Bray, Jim Duffy, George Fowler, Heather Huling, Jeanie Kline, Shelley Mishoe, Renee Olander, Chris Platsoucas, Randale Richmond, Jim Shaeffer, Charles Wilson, and Robert Wojtowicz. The following agenda items were discussed.

1. The March 24 minutes were approved.
2. Randale Richmond, the new Senior Associate Athletic Director for Compliance and Student-Athlete Welfare, was introduced to Council members
3. Guidelines for Faculty Teachloads in Each College

Chandra de Silva stated that Carol Simpson wants to be sure that each college has guidelines for faculty teachloads and that the Deans are generally aware of the guidelines in other colleges. Jim Duffy provided information to each of the Deans regarding their college, including a snapshot of fall 2014 classes, the amount spent for adjuncts faculty, overload payments and purchased release time, and a department-by-department listing of courses charged to the off-campus budget. Oktay Baysal suggested that a consistent way to quantify effort be developed and noted that transparency will be important. The Deans were asked to review the data for their college. Discussion will continue at the next meeting.

4. Emeritus/Emerita Appointments

Council members continued the discussion from the last meeting on the policy on Emeritus/Emerita Appointments and whether the policy should be revised to include librarians and administrators. Chandra de Silva reported that Carol Simpson is in favor of a revision that would allow the Provost to approve exceptions for librarians and administrators. Several of the Deans felt that lecturers should also be included if exceptions are allowed for librarians and administrators. After discussion, Council members agreed that, rather than revising the policy on Emeritus/Emerita Appointments, a new policy should be proposed that would honor retirees who are not tenured faculty. Chandra de Silva will draft a proposed policy for discussion at a future meeting.

5. Proposed Revisions to the Policy on Graduate Assistantships, Including Enrollment Requirements

Robert Wojtowicz described revisions to the policy on Graduate Assistantships, which is a subsection of the information on Financial Awards in the Graduate Catalog. The revisions incorporate previous discussion on changes to the policy

on Enrollment Requirements for Graduate Students. Some of the revisions were recommended by the University Auditor while others clean up the language and provide clarification. The revision in section B breaks the GRA classification into two categories to acknowledge the different kinds of work performed under different situations. Section C has been revised to add information on the SPEAK Test. In section F, the revision clarifies some introductory language as well as the enrollment requirements for Graduate Assistants based on their funding source. Council members approved the proposed revisions. Robert Wojtowicz will forward the proposed revisions to the Faculty Senate for their review.

#### 6. Electronic Theses and Dissertations Process – Spring 2015 Pilot

Robert Wojtowicz described proposed guidelines for the submission of electronic theses and dissertations (ETD). ETDs will be submitted to ProQuest, where they will be archived and accessed by subscription. They will be deposited in the institutional repository, ODU Digital Commons, where they will be archived and accessed globally. They will also be available via the ODU online Catalog and WorldCat.

Benefits to students include faster and wider access, decreased printing costs, and increased efficiency. Students will still have the options for personal bound copies. Benefits to the University include increased efficiency, savings on shipping costs, additional library shelf space, reliable archival backups for long-term preservation, and more visibility for student research.

Dr Wojtowicz noted that a pre-pilot program was conducted in spring 2015. The ETD program will be developed in summer/early fall 2015, and a pilot program will be conducted in 2015-16. The goal is to have full implementation of ETDs in fall 2016.

Council members supported the proposed guidelines.

#### 7. Dual Career Considerations for Hiring Managers

Jeanie Kline discussed a proposed resource document for dual career couples. The document does not supersede information on spousal hiring in the Hiring Procedures for Instructional and Administrative Faculty but is intended to be a resource for basic services to be offered once an offer of employment has been made to the primary candidate. The Vice Provost for Faculty Development will collaborate with Human Resources to help each prospective candidate who wishes to explore career options for his or her partner. The process will also demonstrate to applicants that ODU is a family-friendly university. Representatives from Academic Affairs, Human Resources, Institutional Equity and Diversity, and the women's caucus will continue to review the resource document as it relates to the policy statement on spousal hiring.

Council members were supportive of the proposed resource document and felt that establishing a funding pool would be beneficial. They were asked to let Jeanie Kline know of any changes or suggestions. The proposed document will be forwarded to the Faculty Senate for information.

8. Announcements

- A. Chandra de Silva distributed information from SCHEV on the Free Open Educational Resources Workshop at William & Mary on May 2.