

August 20, 2015

TO: Provost's Council

FROM: Jeanie Kline  
for Judith M. Bowman

SUBJ: Provost's Council Agenda for Tuesday, August 25, 2015

The Provost's Council will meet on Tuesday, August 25 from 8:30-10:00 a.m. in the Koch Hall Board Room. The following agenda items will be discussed.

1. Approval of July 28 minutes (see attachment, p.1-3)
2. Proposed MS in Maritime Trade and Supply Chain Management (see separate attachments)
3. Dual Career Resource for Hiring Managers and Proposed Revision to the Hiring Procedures for Instructional and Administrative Faculty (see attachment, p.4-11)  
Judy Bowman and Jeanie Kline
4. Revisions to Graduate Program Review Process (see attachment, p.12-15)  
Robert Wojtowicz
5. Follow up on enrollment management discussions  
Chandra de Silva
6. Announcements
  - A. Winter term discussions
  - B. Four-Year Undergraduate Online Degree Programs
  - C. 5<sup>th</sup> year SACSCOC
  - D. 4-VA

PROVOST'S COUNCIL  
August 25, 2015  
Minutes

The Provost's Council met on Tuesday, August 25, 2015 from 8:30-10:00 a.m. in the Board Room in Koch Hall. Those present were Chandra de Silva (Chair), Oktay Baysal, Jane Bray, Andy Casiello, Jim Duffy, George Fowler, Jeanie Kline, David Metzger, Shelley Mishoe, Renee Olander, Brian Payne, Chris Platsoucas, Jeff Tanner, Charles Wilson, and Robert Wojtowicz. The following items were discussed.

1. The July 28 minutes were approved.
2. Proposed M.S. Degree Program in Maritime Trade and Supply Chain Management

Council members discussed and approved the proposal for an M.S. degree program in Maritime Trade and Supply Chain Management. The proposed program is on the cutting edge of supporting industries involved in port and supply chain management. It is the first of its kind in the Commonwealth of Virginia—and in the United States—and has been designed specifically for managers and supply chain professionals to expand their knowledge, update their skill sets, and enhance their work with transportation carriers, shippers, sourcing agents, warehouse managers as well as third parties and governments directly or indirectly involved in the movement of cargo and material flow.

Council members were asked to send any feedback to Jeanie Kline. George Fowler will look again at the section of the proposal on library holdings. The proposal will be sent to the Faculty Senate for review.

3. Dual Career Resource for Those Hiring Full-Time Faculty (Teaching/Research/Administrative) and Proposed Revisions to the Hiring Procedures for Instructional and Administrative Faculty

Jeanie Kline described the proposed Career Resource for Those Hiring Full-Time Faculty. The document describes assistance available at the University to dual career couples when one member of the couple has an offer of employment at the University. It is proposed that the document replace the section of the current policy on Hiring Procedures for Instructional and Administrative Faculty that deals with spousal hiring.

Judy Bowman described proposed revisions to the Hiring Procedures for Instructional and Administrative Faculty. The first revision is to change the title of the policy to Recruitment and Selection Process for Instructional and Administrative Faculty. The policy has four distinct sections, all of which are in the process of being revised: General Guidelines, Internal Searches (for faculty administrator and faculty professional searches only), Exceptional Opportunities,

and Spousal Hiring. As noted above, it is proposed that the Career Resource document replace the section on Spousal Hiring.

Council members approved the Career Resource document, which will be forwarded along with the proposed Recruitment and Selection Process for Instructional and Administrative Faculty to the Faculty Senate for review. The Senate will be informed that additional revisions may be made to the sections of the policy not related to Spousal Hiring.

#### 4. Revisions to Graduate Program Review Process

Robert Wojtowicz discussed proposed revisions to the Guidelines for Conducting a Graduate Program Self-Study in Preparation for an External or Internal Review. The major revisions are as follows.

- The time period to conduct the graduate program review has been changed from once every five years to once every seven years.
- Language has been added on the composition of the review committees so that the external review team is comprised of two-to-three faculty from peer or aspirational institutions and the internal review team is comprised of two-to-three faculty from related disciplines within the University. In addition, a faculty member from a related discipline within the University may serve as the third member of an external graduate program review team when deemed appropriate by the Provost or Provost's designee.
- Language has been added to require that a committee comprised of the graduate program director and at least two faculty who teach within the program be responsible for writing the self-study rather than just one individual.
- Language has been added related to separately accredited graduate programs to allow the program to elect to coordinate the review with an accreditation visit. However, an accreditation visit may not replace the graduate program review.
- A section has been added on student learning outcomes.

Comments from Council members were as follows:

- Language should be added to allow for a minority opinion.
- The section added on the composition of the external and internal review teams should be revised to include the department chair and dean in the establishment of the review teams.
- Could the language that an accreditation visit may not replace the graduate program review be reconsidered? Several of the deans expressed concern about how burdensome it is on faculty to conduct both the accreditation review and a separate graduate program review. They asked whether the program review could be added to or integrated with the accreditation review.

Council members supported the proposed revisions, but felt that more discussion was needed about the section on the accreditation visit and the graduate program review. Robert Wojtowicz will take the issue of the accreditation visit to the Graduate Administrators Council (GAC) for further discussion. Chandra de Silva asked the Deans to obtain feedback from their college on this issue, which will be discussed at a future meeting after additional input is received from GAC. Brian Payne distributed the list of external doctoral program reviews completed in 2014-15 and those to be done in fall 2015-16.

#### 5. Follow up on Enrollment Management Discussions

Chandra de Silva thanked the deans for taking action on under enrolled classes for the fall semester. He asked the deans to conduct a careful review of scheduled offerings for spring and summer 2016 with greater attention to demand. He also asked the deans to pay attention to the number of courses in an area and the level of course offerings to ensure good enrollment. Brian Payne stated that there are cases of topics courses with low enrollment that count as part of the faculty member's load. He will work with the deans and associate deans on this issue. Andy Casiello noted that the issue of high demand courses that are capped also needs to be addressed. Academic Affairs will provide data to the deans to help as they review the spring and summer offerings. Chandra de Silva will send a notice that low enrolled classes must be canceled.

#### 6. Announcements

- A. Winter Term discussions – Jeanie Kline announced that discussions are being held on instituting a winter term, which would be similar to Maymester. The term would start after December graduation and run until the first week in January.
- B. Four-Year Undergraduate Online Degree Programs – Andy Casiello announced that four-year undergraduate online degree programs will be discussed at the September 2 retreat. He will meet with programs and departments on necessary adjustments.
- C. Fifth Year SACSCOC – Brian Payne announced that a fifth year audit will be conducted this year in preparation for the fifth year review.
- D. 4-VA – Andy Casiello informed Council members that our relationship with 4-VA allows for opportunities for research funding from other institutions. He will have discussions with the deans about this, and Morris Foster will be distributing information.
- E. Regarding the signs that appeared on the 43<sup>rd</sup> street property before the start of classes, Chandra de Silva asked the deans to encourage discussion with chairs and faculty on how to handle these situations.