

October 8, 2015

TO: Provost's Council

FROM: Judith M. Bowman
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SUBJ: Provost's Council Agenda for Tuesday, October 13, 2015

The Provost's Council will meet on Tuesday, October 13 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 25 minutes (see attachment, p. 1-3)
2. Approval of the minutes from the September 2 Retreat (see attachment, p. 4-9)
3. Adjunct Faculty Teaching Award Proposal (see attachment, p. 10)
4. Faculty Senate Issue 2014/15-20, Proposed Revision to the Policy on Course Outlines (see attachment, p. 11-17)
5. Revisions to Graduate Policies (see attachment, p. 18-25)
Robert Wojtowicz
6. Discussion of Cohorts and Year-Round Scheduling
Jane Bray
7. Class Sizes
8. Pilot Project on Eight-Week Courses during the Semester
9. National Advertisement for Adjunct On-Line Instructors by Academic Affairs with Departments and Programs Having the Right to Vet and Choose New Adjuncts
10. All Lecturer/Instructor Ads to have a Clause Requiring Agreement to Teach On-Line when Required and after Being Trained
11. Announcements
 - A. Assessment (see attachment, p. 26)

PROVOST'S COUNCIL
October 13, 2015
Minutes

The Provost's Council met on Tuesday, October 13 from 8:30-10:00 a.m. in the Board Room in Koch Hall. Those present were Chandra de Silva (Chair), Richardean Benjamin, Jane Bray, Shirshak Dhali, Clair Dorsey, Jim Duffy, George Fowler, Heather Huling, Dale Miller, Renee Olander, Brian Payne, Chris Platsoucas, Jeff Tanner, Charles Wilson, and Robert Wojtowicz. The following agenda items were discussed.

1. The August 25 minutes were approved.
2. The minutes from the September 2 retreat were approved.
3. Adjunct Faculty Teaching Award Proposal

Dale Miller presented a proposal to implement a teaching award for adjunct faculty as a way to reward adjuncts for their contributions. He noted there are more than 600 adjunct faculty members, and four of the six colleges have a college award for adjuncts. Council members suggested several revisions and endorsed the proposed award. The proposal will be sent to the Faculty Senate for review.

4. Faculty Senate Issue 2014/15-20, Proposed Revision to the Policy on Course Outlines

Council members discussed and approved the Faculty Senate's recommendation for proposed revisions to the policy on Course Outlines. The proposed revisions are the result of concerns raised by the Student Government Association. They reported that some faculty do not provide syllabi, all syllabi do not contain the same pertinent information, some syllabi are not provided in a decent time frame before the semester begins, and some syllabi do not include important resources available to students. A summary of the changes is as follows.

- The title of the policy has been changed to Course Syllabi, which more accurately reflects course information available to students.
- Specific information has been added about what should be included in the syllabus, including the accommodation statement.
- A statement has been added that course syllabi are available from the academic unit offering the course.

The proposed revisions will be forwarded to President Broderick for approval.

5. Revisions to Graduate Policies

Robert Wojtowicz presented proposed revisions to three graduate policies.

A. Additional Graduate Degrees Policy

The proposed revisions to the policy on Additional Graduate Degrees are intended to clarify the policy. The current policy could be interpreted to allow completion of two graduate degrees without meeting the minimum credit hour requirement for each program. The changes would require a student to be admitted to both graduate programs and meet the minimum credit requirements for both degrees. Council members approved the proposed revisions, which will be forwarded to the Faculty Senate for review.

B. Graduate Numbering Policy

The proposed revisions to the graduate policy on course numbering are in preparation for the next SACS reaccreditation. The revisions make it clear that 500-level courses are cross-listed with 400-level courses, and cross-listed courses taken previously at the 400 level may not be retaken at the 500 level except in cases where topical content changes by semester. 600-level courses are not cross-listed with course numbers at other levels. In addition, information has been added to the section of the policy on 700- and 800-level courses to reflect current practice. Specifically, statements have been added that a separate syllabus and additional work and higher-level outcomes are required for 800-level courses when they are cross-listed with a 700-level course, and cross-listed courses taken previously at the 700 level may not be retaken at the 800 level except in cases where topical content changes by semester. Council members approved the proposed revisions, which will be forwarded to the Faculty Senate for review.

C. Graduate Continuance

Several changes to the Graduate Continuance policies were proposed. In the current policy, suspension from a graduate program is based on a student's grade point average. However, there is no mechanism to separate a student from a graduate program for other reasons. The policy has been revised to include additional reasons for a student's separation, such as issues related to academic dishonesty, criminal activity, failure to pass required examinations, and failure to maintain satisfactory progress on a thesis or dissertation. The policy has also been revised to include separate sections for degree-seeking and non-degree graduate students.

Council members made the following recommendations for additional revisions to the policy.

- Keep the overarching heading of continuance and place probation, suspension, and reinstatement as the first subheading

- Create a second subheading, separation and deactivation, to capture a student's voluntary withdrawal and involuntary deactivation
- Rename "separation" "dismissal;" make "dismissal" the third subheading; refer to the six-year window for readmission to the same graduate program

Dr. Wojtowicz will make the additional revisions for review at the next meeting. The revised policy will be sent to the Deans prior to the next meeting in order to obtain input from chairs and GPDs.

6. Discussion of Cohorts and Year-Round Scheduling

Jane Bray asked for a discussion of cohorts and year-round scheduling as a result of issues she has encountered at the structural and University level when trying to implement cohort groups. Chandra de Silva asked Brian Payne to lead a working group to look at issues related to cohorts and year-round scheduling and to report the group's findings by the end of the fall semester. The following individuals will be asked to serve on the working group: Richardean Benjamin, Shirshak Dhali, Jim Duffy, Kiran Karande, Renee Olander, and a representative from the College of Continuing Education and Professional Development, Office of Finance, and Office of the University Registrar.

7. Class Sizes

Chandra de Silva reported that the average class size in summer 2015 was low. One reason for low class sizes is the way we schedule and what we schedule. Jim Duffy stated that the schedule should be demand driven. Dr. de Silva reminded the Deans they received enrollment data in the spring, and he asked them to work on what is scheduled in order to be more efficient. He asked the Deans to be vigilant to ensure class sizes do not decline and to maintain a reasonable level of student enrollment in classes.

8. Pilot Project on Eight-Week Courses during the Semester

Chandra de Silva expressed a desire for flexibility in order to schedule eight-week courses with a minimum number of obstacles. Jeff Tanner stated that four-week classes would be useful. Obstacles to eight-week courses include issues related to enrollment reporting, tuition due dates, and GI Bill benefits. The group formed to look at cohorts and year-round scheduling, with the addition of a representative from Distance Learning, was asked to review this issue as well.

9. National Advertisement for Adjunct On-Line Instructors by Academic Affairs with Departments and Programs Having the Right to Vet and Choose New Adjuncts

Chandra de Silva asked for input on interest for a national advertisement for adjunct on-line instructors. Departments and programs would retain the right to

vet and choose new adjuncts. If there is agreement, Distance Learning is willing to place the advertisement and handle the applications, which would be sent to the department. The Deans were asked to obtain input from department chairs. The issue will be discussed again at the next meeting.

10. All Lecturer/Instructor Ads to have a Clause Requiring Agreement to Teach On-Line when Required and after Being Trained

This issue will be discussed at the next meeting.

11. Announcements

- B. An overview of the 2014-15 academic programs assessment reports was included with the agenda. The report contained programs that are missing findings.
- C. Chandra de Silva encouraged the Deans to submit issues for consideration at future Provost's Council meetings.
- D. George Fowler distributed information on a brown-bag series hosted by the University Libraries on Understanding Open Access.