

October 22, 2015

TO: Provost's Council

FROM: Judith M. Bowman  
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SUBJ: Provost's Council Agenda for Tuesday, October 27, 2015

The Provost's Council will meet on Tuesday, October 27 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 October 13 minutes (see attachment, p. 1-4)
2. Proposed Revisions to the Graduate Continuance Policies – follow up from the last meeting (see attachment, p. 5-14)
3. Proposed Revisions to the Graduate Policy on GPA and Course Credit Following Separation and Readmission to the Institution and the Policy on Declaration of Change of Major or Program (see attachment, p. 15-16)
4. National Advertisement for Adjunct On-Line Instructors by Academic Affairs with Departments and Programs Having the Right to Vet and Choose New Adjuncts (follow up from the last meeting)
5. Review of Graduate School Proposal and Next Steps (see separate Word file)
6. Wait Listing and Scheduling Issues – Mary Swartz and Humberto Portellez
7. New Future Plan for the Libraries and ODU Digital Commons – the New Institutional Repository – George Fowler and Karen Vaughan
8. All Lecturer/Instructor Ads to have a Clause Requiring Agreement to Teach On-Line when Required and after Being Trained
9. Announcements
  - A. Revision to the Policy on Eminent Scholars (see attachment, p. 17-19)
  - B. Article from the Chronicle, "When a Degree is Just the Beginning" (see attachment, p. 20-26)
  - C. Temporary Change in Duties for Full-Time Teaching Faculty Who Expect a New Family Member through Birth or Adoption (placed in Faculty Handbook, January 22, 2015)

## PROVOST'S COUNCIL

October 27, 2015

Minutes

The Provost's Council met on Tuesday, October 27 from 8:30-10:00 a.m. in the Board Room in Koch Hall. Those present were Chandra de Silva (Chair), Debbie Bauman, Oktay Baysal, Jane Bray, Andy Casiello, Jim Duffy, George Fowler, Dan Hennelly, Renee Olander, Chris Platsoucas, Humberto Portellez, Mary Swartz, Jim Shaeffer, Jeff Tanner, Karen Vaughan, Charles Wilson, and Robert Wojtowicz. The following agenda items were discussed.

1. The October 13 minutes were approved.
2. Proposed Revisions to the Graduate Continuance Policies

Robert Wojtowicz described revisions made to the Graduate Continuance policies as a result of discussion at the last meeting.

- The order was changed to place probation, suspension, and reinstatement as the first subheading.
- A second subheading on separation and deactivation was created to capture a student's voluntary withdrawal and involuntary deactivation. Information on the process for reactivation was included.
- Separation was renamed dismissal with dismissal as the third subheading. Information was included on the six-year and eight-year window for readmission to the same graduate program.

He presented additional changes recommended by the Graduate Administrators Council.

- The terms probation, suspension, reinstatement, separation, deactivation and dismissal have been defined.
- The term "lifelong learner" has been changed to "unaffiliated student."

Council members approved the proposed changes to the Graduate Continuance policies. The proposed revisions will be forwarded to the Faculty Senate for review.

3. Proposed Revisions to the Graduate Policy on GPA and Course Credit Following Separation and Readmission to the Institution and the Policy on Declaration or Change of Major or Program

Robert Wojtowicz presented proposed revisions to the graduate policy on GPA and Course Credit Following Separation and Readmission to the Institution. The title has been changed to Readmission to the Institution Following Separation or Dismissal in order to be consistent with the changes proposed to the Graduate Continuance policies. Also, the current policy was not clear on whether it applied

to readmission to the same graduate program or to a new program. The revised policy makes it clear that it applies only to readmission to the same graduate program.

Dr. Wojtowicz also presented proposed revisions to the graduate policy on Declaration or Change of Major or Program. The title has been changed to Change of Program since “major” is not a term used by the University to describe graduate programs. Other changes are intended to clarify the policy.

Council members approved the proposed revisions to both policies. The proposed revisions will be forwarded to the Faculty Senate for review.

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

Dan Hennelly discussed the options available to advertise for adjunct positions. Locally, advertisements can be placed with the Virginian-Pilot through the Career Connections website. Adjunct positions can also be advertised in the Chronicle. The University now has a contract with the Chronicle for unlimited online postings; the cost is covered centrally by Academic Affairs. Additional options for advertising adjunct positions are Higher Ed Jobs and discipline-specific websites. Mr. Hennelly also noted that the People Admin/PAPERS system has a platform to accept applications.

Chandra de Silva asked for input on the proposal for a national advertisement for adjunct on-line instructors. Departments and programs would retain the right to vet and choose new adjuncts. Distance Learning would place the advertisement and handle the applications, which would be sent to the department. Andy Casiello stated that placing a national advertisement would enable the University to be proactive in meeting the demand instead of reactive each semester. Dr. de Silva added that the ads would specify certain disciplines and those departments that have a need would participate.

The Deans reported on input received from their department chairs. There were concerns initially in some colleges, but they were resolved once department chairs were assured the departments would vet and select those to be hired. Jane Bray asked if there will be a formalized way to evaluate adjuncts given that they will be teaching online classes from anywhere. Debbie Bauman will share the process Health Sciences has used to evaluate adjuncts in similar situations. After discussion, the Deans agreed to proceed with advertising centrally for adjunct faculty. Dr. de Silva asked the Deans to identify areas that need adjuncts for fall 2016 so that Distance Learning can move ahead with the advertisement. He suggested that Deans and department chairs contact Mr. Hennelly if there is a need for programs to hire adjuncts to teach face-to-face classes.

## 5. Review of Graduate School Proposal and Next Steps

The report on The Future of Graduate Education at Old Dominion University and the Transition Plan for the Graduate School were included with the agenda.

Robert Wojtowicz stated that the Transition Plan, which outlines plans for the administration, budget and space for the Graduate School, is new.

## 6. Wait Listing and Scheduling Issues

Mary Swartz and Humberto Portellez discussed wait listing, which is an option available in Banner. Wait listing has been piloted, and department schedulers have received training on how to use wait listing. A cap for the wait list must be selected by the department. Students must register to get a spot on the wait list, but tuition is not charged at this point. If a spot in the class becomes available, the student receives an email and has 24 hours to register; if the student does not register within 24 hours, the next person on the list is contacted. Wait listing is turned off on the first day of classes. Chandra de Silva suggested that we begin to use wait listing. He asked each Dean to identify up to 50 course sections to use wait listing in spring 2016 and to send the specific course reference numbers to the Registrar's Office by Wednesday, November 4.

## 7. New Future Plan for the Libraries and ODU Digital Commons – the New Institutional Repository

George Fowler described future plans for the Libraries.

- The library catalog system will be replaced because it is outdated. Pre-implementation will begin the week of November 2 with full implementation between January and June.
- The libraries and hierarchy will be reorganized. A development plan will be done by the end of the fiscal year with implementation next fiscal year.
- The libraries are developing a robust program to address scholarly communication and help with the cost of information through open access and open educational resources.
- A space audit has been conducted, and a plan will be developed on how to reallocate space in the libraries.
- The libraries received recordings from the 1940s through the 1970s from WTAR (now WTKR). A project to digitize the local videos will begin soon.

Karen Vaughan demonstrated the ODU Digital Commons, which is a new service that brings together the University's scholarly and creative works in a centralized location with the aim of providing online open access to and preservation of these works. Student theses and dissertations are included. The Digital Commons will enable the University to reach broader audiences, demonstrate the research impact with monthly usage statistics, archive scholarly and creative works, and host a journal or conference with built-in publishing tools. Ms. Vaughan encouraged the

Deans and asked that they encourage faculty to send their CVs to her so they can be added to the Digital Commons.

8. 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.

9. Announcements

- A. Chandra de Silva informed the Deans of a proposed revision to the policy on Eminent Scholars. The current policy states that nominees for eminent scholar must meet the standards established by the State Council of Higher Education for Virginia (SCHEV) for designation as eminent scholar. This clause was included in the policy when SCHEV matched University expenditures for eminent scholars dollar for dollar. However, the program was eliminated in 2013, and currently SCHEV does not have standards for the designation of eminent scholar. The Faculty Senate will be informed of the revision, which will be sent to President Broderick for approval.
- B. Council members were asked to review the article from the Chronicle on "When a Degree is Just the Beginning."
- C. Chandra de Silva reminded the Deans about the policy on Temporary Change in Duties for Full-Time Teaching Faculty Who Expect a New Family Member through Birth or Adoption that was included in the Faculty Handbook on January 22, 2015. He asked the Dens to remind department chairs about the policy.
- D. Chandra de Silva asked the Deans to provide him with a report on any reallocation of resources that has taken place in their college or departments.
- E. Chandra de Silva informed the Deans that a justification must be submitted and approval received from the Provost's Office in order to fill vacant positions.
- F. As a follow up to the last meeting, a revised document showing average registrations per section for summer 2015 was distributed.
- G. Chandra de Silva informed Council members that a Monarch Mailer E-newsletter will be delivered monthly by email beginning November 17. Deans will be able to tailor the E-newsletter to include activities and events for their college.