

April 22, 2016

TO: Provost's Council

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

SUBJ: Provost's Council Agenda for Tuesday, April 26, 2016

The Provost's Council will meet on Tuesday, April 26 from

1. Approval of minutes of the April 12 meeting (see attachment, p. 1-3)
2. Discussion of the Website with College Academic Deans – 8:30-9:00 a.m.
David Harnage
3. Faculty Senate Issue 2015/16-25 Proposed Changes to the Policy on Final Examinations (see attachment, p. 4-6)
4. Faculty Senate Issue 2015/16-16, Workload and Student Cap (follow up from the last meeting (see attachment, p. 7-8)
5. Faculty Senate Issue 2015/16-3, Proposed Revisions to the Grade Appeal Procedure (see attachments, p. 9-16)
6. Graduate School Update (see attachments, p. 17-26)
7. Topics for the Summer Provost's Council Retreat

PROVOST'S COUNCIL
April 26, 2016
Minutes

The Provost's Council met on Tuesday, April 26 from 9:00-10:00 a.m. in the Board Room in Koch Hall. Those present were Chandra de Silva (Chair), M'Hammed Abdous, Oktay Baysal, Richardean Benjamin, Jane Bray, Clair Dorsey, Renee Olander, Chris Platsoucas, Jeff Tanner, Charles Wilson, and Robert Wojtowicz. The following agenda items were discussed.

1. The minutes of the April 12 meeting were approved.
2. Faculty Senate Issue 2015/16-25 Proposed Changes to the Policy on Final Examinations

Council members discussed the recommendation from the Faculty Senate for proposed changes to the policy on Final Examinations related to distance learning examinations and approved the recommendation with one editorial change. The proposed changes would allow final examinations for distance learning to be taken during a window of time no smaller than 24 hours and include one business day.

In fall 2014, Distance Learning transitioned all televised courses into a web-conferencing format. This allows any student, anywhere, to take courses via distance learning. In the past, VCCS and USA site locations primarily served as instructional facilities for televised coursework. Moving forward, the student support model with these locations for testing may be reduced because of the decreased classroom space. As a result, distance learning students will be proctored by partner testing centers and third party proctors. These centers and individuals rarely have evening or weekend hours of operation, which is when many of the tests occur. In addition, more students outside of Virginia will struggle to find proctoring during specific exam times when taking the time zone difference into account. By allowing students a broader window of time to take final examinations, they are able to coordinate their testing needs based on time zone and proctoring availability.

The Council's recommendation will be forwarded to President Broderick for approval. The Faculty Senate will be informed of the editorial change.

3. Faculty Senate Issue 2015/16-16, Workload and Student Cap (follow up from the last meeting)

Council members discussed the recommendation from the Faculty Senate regarding writing intensive courses. The recommendation asks that each Dean convene a committee to set the college's policy for the maximum class size for writing intensive courses and that the policy be reviewed by Committee B of the Faculty Senate, the Provost's Council and the Provost to ensure consistency and

equity across all colleges and modes of course delivery. After the last meeting, the Deans received data on the cap and enrollment of writing intensive courses in their college.

Council members supported the need to review writing intensive courses and enrollments, but they expressed several concerns about the Senate's recommendation. The recommendation calls for a college committee to set the college's policy on maximum class size for writing intensive courses, but the Dean is not involved. Council members felt that the committees should advise and recommend a policy to the Dean, but the Dean should make the final decision. They also expressed concern about the review of college policies by Committee B of the Faculty Senate.

Chandra de Silva asked the Deans to obtain feedback for discussion at a Provost's Council meeting in the fall.

4. Faculty Senate Issue 2015/16-3, Proposed Revisions to the Grade Appeal Procedure

Judy Bowman provided an update on the proposed revisions to the Grade Appeal Policy and Procedures. The original revisions from the Faculty Senate provided a fuller description of the formal procedures for a grade appeal and for better protection of the rights of students and faculty by inclusion of the following.

- A timeline for each step/level of appeal
- Notification to instructors when a grade appeal is submitted and for every decision by reviewers
- Formation of a Grade Appeal Review Committee in each college, including the selection of committee members and their responsibilities and duties
- A form for submission of grade appeals, which provides a document for record keeping and tracking of the appeal
- A provision that only the Provost/designee or the original instructor can change a grade, including changing it to a P

Council members proposed several additional revisions to the Senate's original submission. Judy Bowman met with representatives from Committees B and C to discuss the proposed revisions from the Provost's Council, and the group came to agreement about all outstanding issues.

Council members approved the recommended grade appeal policy as presented so it can be included in the Undergraduate and Graduate Catalogs. They agreed to revisit the policy in the fall, particularly the section that precludes non-tenure track faculty to serve on Grade Appeal Review Committees. The Council's recommendation will be forwarded to President Broderick for approval.

5. Graduate School Update

Robert Wojtowicz announced that the Board of Visitors approved the formation of the Old Dominion University Graduate School. The Chair's Workgroup on the Transition to the Graduate School will meet next week to begin its work. Several of the Deans asked that the distribution of graduate assistant funding be addressed. Chandra de Silva asked Dr. Wojtowicz to report to the Deans on issues related to the Graduate School and its implementation from time to time

6. Topics for the Summer Provost's Council Retreat

Topics suggested for the summer Provost's Council Retreat are as follows.

- Faculty activities: how faculty record their activities and achievements and how the Faculty Activity System (FAS) can be broadened to include all pertinent activities, including grant funding
- Graduate School update
- Future of the higher education centers
- Process and follow up of program reviews
- Update on SACS activities

Chandra de Silva asked Council members to send any additional topics for the retreat to Judy Bowman.