

May 5, 2016

TO: Provost's Council

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

SUBJ: Provost's Council Agenda for Tuesday, May 10, 2016

The Provost's Council will meet on Tuesday, May 10 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 April 26 minutes (see attachment, p. 1-3)
2. Faculty Senate Issue 2015/16-21, Alignment of Review Schedule in Faculty Handbook Appendix for Mid-Year Appointments (see attachment, p. 4-8)
3. Faculty Activity System Proposal (see attachment, p. 9-10)
4. Fall Enrollments
5. Announcements

PROVOST'S COUNCIL  
May 10, 2016  
Minutes

The Provost's Council met on Tuesday, May 10 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, George Fowler, Nakia Madry-Smith, Shelley Mishoe, Brian Payne, Chris Platsoucas, Jim Shaeffer, Jeff Tanner, Charles Wilson, and Robert Wojtowicz. The following agenda items were discussed.

1. The April 26 minutes were approved.
2. Faculty Senate Issue 2015/16-21, Alignment of Review Schedule in Faculty Handbook Appendix for Mid-Year Appointments

Council members discussed the recommendation from the Faculty Senate for revisions to the Schedule of Reappointment/Nonreappointment of Nontenured Faculty Members in the First Year of Service. The revisions establish a schedule specifically for faculty appointed at mid-year. In addition, the dates have been revised so that all actions take place in the spring semester.

Council members agreed with establishing a schedule for faculty appointed mid-year and revising the dates so all actions take place in the spring. However, the recommendation from the Senate eliminated the evaluation and recommendation from the department/school committee. The Deans felt that this step should remain in the schedule. Eliminating this step would require revisions to several policies that require the review of the department/school committee. Thus, Council members revised the Senate's proposed schedule to include evaluation and recommendation from the department/school committee.

The Council's recommendation will be forwarded to President Broderick, and the Faculty Senate will be informed of the additional revision.

3. Faculty Activity System Proposal

Jeff Tanner discussed a proposed revision to the policy on Faculty Records. The purposed of the revision is to establish the Faculty Activity System (FAS) as the system of record and replace all other forms of faculty curriculum vita (CV). Benefits are as follows.

- Faculty have to enter activity only one time.
- More accurate records will be available for administrative purposes (annual evaluations, qualification audits, etc.).
- Accurate data will be used to populate web sites and faculty expertise guides.
- Award processes will be streamlined.

Council members decided not to submit the proposed revision at this time in order to determine if some of the colleges move forward with adopting the FAS. Additional

changes that will be needed are to revise the language on faculty information sheets that appears in several policies.

#### 4. Fall Enrollments and Strategic Enrollment Strategies

Brian Payne discussed enrollment for the fall and informed the Deans that overall enrollment is down. He stressed the importance of increasing enrollment for the fall.

Dr. Payne also discussed the document on Strategic Enrollment Strategies. He asked the Deans to review the enrollment plan and discuss what can be done to increase enrollment. Jeff Tanner suggested that student teams can be used to work on some of the strategies. Jane Bray stressed the importance of marketing and asked for help in this area. Jim Shaeffer noted the need to find new programs and new partnerships.

In the short term, Chandra de Silva asked the Deans to look at how the resources in the colleges are being used. He asked the Deans to convey the message that programs that increase enrollment will get more resources and that resources may be taken away and reallocated when enrollment declines. For the long term, Dr. de Silva noted that the College of Continuing Education and Professional Development can work with the colleges to develop programs to increase enrollment, such as short-term certificates. He suggested that Academic Affairs needs to look at what is offered and how it is offered.

Overall, a wider conversation is needed on changes that will take place in higher education, how to maintain enrollment and how the University should operate in the future.

#### 5. Proposed Revision to the Graduate Admissions Policy Regarding Transcripts

Robert Wojtowicz discussed a proposal from the Office of Graduate Admissions regarding transcripts. The proposal has been reviewed by the Graduate Administrators Council. It would relax the requirement that a transcript of every institution attended must be part of the graduate application. Instead, transcripts would be required from all colleges or universities from which a bachelor's degree has been earned and all subsequent coursework. Council members approved the proposed revision.

#### 6. Announcements

- A. Chandra de Silva asked the Deans to remind department chairs that department reports are due soon so that college reports can be submitted by mid-July.
- B. Chandra de Silva asked Council members to let him know if there are concerns about the proposal to shutdown Blackboard for 18 hours beginning at 1:00 a.m. on Sunday, April 14.