

July 21, 2016

TO: Provost's Council

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

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

The Provost's Council will meet on Tuesday, July 26 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 May 10 minutes (see attachment, p. 1-2)
2. Approval of the July 13 retreat minutes (see attachment, p. 3-6)
3. Department of Labor's Final Rule on Overtime
Nadine Faulcon-Johnson
4. Blended Courses Definition and Guidelines (see attachments, p. 7-10)
Tisha Paredes
5. Proposed Revisions to the Policy on Academic and Professional Preparation Requirements for Faculty (see attachments, p. 11-14)
Robert Wojtowicz
6. Proposed Revisions to the Policy on Certification of Faculty for Graduate Instruction (see attachments, p. 15-20)
Robert Wojtowicz
7. Proposed Revisions to the Policy on Graduate Program Director (see attachments, p. 21-26)
Robert Wojtowicz
8. Announcements

PROVOST'S COUNCIL
July 26, 2016
Minutes

The Provost's Council met on Tuesday, July 26 from 8:30-10:00 a.m. in the Board Room in Koch Hall. Those present were Austin Agho (Chair), Stephanie Adams, Richardean Benjamin, Jim Duffy, Nadine Faulcon-Johnson, George Fowler, David Hawkins, Dana Heller, Heather Huling, Jeanie Kline, Connie Merriman, Renee Olander, Tisha Paredes, Brian Payne, Chris Platsoucas, Jim Shaeffer, Peggy Shaeffer, and Robert Wojtowicz. The following agenda items were discussed.

1. The May 10 minutes were approved.
2. The minutes of the July 13 retreat were approved.
3. Department of Labor's Final Rule on Overtime

Nadine Faulcon-Johnson and David Hawkins presented information on the final rule from the Department of Labor on overtime, the impact on the University, and next steps. The salary threshold for an exempt position will increase to \$47,476 (\$913 per week). Positions in which the salary is less the \$46,476 will be classified as non-exempt and subject to overtime pay. Instructional faculty are not subject to the salary level requirement and still are considered exempt. Employers need to comply with the new rule by December 1, 2016.

Across the University, there are 88 filled classified positions and 114 filled administrative faculty positions that fall below the \$47,476 threshold, which is 13% of the total classified and administrative faculty positions at the University. Next steps are as follows.

- Human Resources will provide each Vice President data on impacted positions. After review, Vice Presidents will return the data to Human Resources by mid-August.
- Human Resources will continue to meet with vice-presidential leadership teams on the final rule.
- Human Resources will host information sessions for hiring managers and employees as part of the communication plan roll-out beginning in September.
- Hiring managers should begin to develop strategies to minimize impact to their area. Possible strategies are to let positions become non-exempt and review positions to see if they should be categorized as exempt.
- Hiring managers will be informed in September about any position changes to exempt/non-exempt employees in their area, and individual employees will be informed in October.

4. Blended Courses Definition and Guidelines

Tisha Paredes discussed the document on Blended Courses Definition and Guidelines. The Guidelines also include definitions for credit hour, semester credit hour and contact hour as they relate to blended course instruction. The need to define blended courses arose as part of the SACSCOC audit. The definition of blended courses that has been developed is as follows.

Blended courses: Also known as hybrid or mixed-mode courses, are lecture classes where at least 50% of the traditional face-to-face instruction is replaced by online or web-based components. Thus, a portion of the course contact hours is not delivered in the traditional face-to-face setting.

Dr. Paredes stated that the University must report the percentage of courses offered by course type (traditional face-to-face, online, and blended) to SACSCOC. She asked for input on how we might collect data on course type and presented a sample form that could be used to collect this information. Council members suggested that we might be able to collect the data when course sections are scheduled in Banner. Dr. Paredes will consult with Humberto Portellez in the Registrar's Office on collecting the data through the scheduling process and will work on a form that could be used. She plans to pilot the collection of this data with several departments.

5. Proposed Revisions to the Policy on Academic and Professional Preparation Requirements for Faculty

Robert Wojtowicz presented proposed revisions to the policy on Academic and Professional Preparation Requirements for Faculty. In some instances, the language has been streamlined. A summary of the more substantive proposed revisions is as follows.

- Item II.A. The requirement for faculty teaching undergraduate courses to have completed at least 18 graduate hours in the teaching discipline and hold at least a master's degree has been changed from "must" to "should." This will provide flexibility if needed for documented exceptions.
- Item II.B. The requirement for faculty teaching graduate courses to have the terminal degree has been changed from "must" to "should." This will provide flexibility if needed for documented exceptions.
- Item II.B. For those exceptions when faculty may not have the required academic credentials, the provision has been added that the exception must be approved by the graduate program director, the dean or designee, and the provost or designee.
- Item II.C. The requirement that documentation of academic preparation be kept on file for graduate teaching assistants has been added.

- Item II.C. The requirement that degrees from international universities must be evaluated by an outside credentialing agency has been added.
- Item II.C. For those exceptions when graduate faculty may not have the required academic credentials for graduate certification, the provision has been added that the appropriate form be filed and the exception must be approved by the graduate program director, the dean or designee, and the provost or designee.

The proposed revisions will be forwarded to the Faculty Senate for review and recommendation.

6. Purchased Release Time Incentive Program (PRTIP)

Austin Agho presented a proposal for a Purchased Release Time Incentive Program. The program is intended to encourage faculty to be more active in grant activity in the academic year and provides a mechanism by which faculty cover a portion of their base salary during the nine-month academic year and use the associated time “released” to perform work on specific externally funded projects. The incentive is the provision of a salary supplement, in the form of a yearly bonus, for faculty who are effective in securing extramural funds while maintaining their other scholarly responsibilities, especially teaching. Funds for the salary supplement will be generated entirely by recovered salary savings (Purchase Release Time or PRT) from the appointment of a faculty member to external grants and contracts during the academic year. Qualified faculty will receive an incentive payment of 40% of the E&G salary recovered based on the percentage of salary funded on grants/contracts. Of the remaining 60%, one third will go to the faculty member’s department/college, one third will be retained in a designated account in the Provost’s Office, and one third will go to a Research Investment Fund administered by the Office of Research.

Council members were supportive of the PRTIP program. Dr. Agho asked that comments, editorial or otherwise, be forwarded to him by Friday, July 29. Once comments are received and incorporated, the policy will be forwarded to the Deans to be shared with department chairs and faculty and implemented.

7. Fall 2016 Opening of School and Events

Don Stansberry, Dean of Students, distributed a calendar of events for the fall 2016 semester. He encouraged participation in the events and activities and highlighted several opportunities for faculty participation: Convocation on Saturday, August 27, lunch with new students on Saturday, August 27, and staffing at the R.E.A.C.H. tables on the first two days of classes (Monday, August 29 and Tuesday, August 30) to provide information to new and returning students. He will send the calendar of events and the sign-up form electronically to be distributed to departments and faculty.

8. Proposed Revisions to the Policy on Certification of Faculty for Graduate Instruction

This issue will be discussed at a future meeting.

9. Proposed Revisions to the Policy on Graduate Program Director

This issue will be discussed at a future meeting.