

August 18, 2016

TO: Provost's Council

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

SUBJ: Provost's Council Agenda for Tuesday, August 23, 2016

The Provost's Council will meet on Tuesday, August 23 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 July 26 minutes (see attachment, p. 1-4)
2. NCFDD Institutional Membership (see attachment, p. 5-7)
Debra Major
3. Proposed Revisions to the Guidelines for the Establishment, Operation and Evaluation of Research Institutes and Centers (see attachments, p. 8-11)
4. Proposed Purchased Release Time Incentive Program (PRTIP) (see attachment, p. 12-14)
5. WEAVE Assessment Reports
Tisha Paredes
6. Preferred Name (see attachment, p. 15-16)
Brian Payne
7. Academic Affairs Strategic Plan
8. Quarterly Update to the University Community from Academic Affairs
9. Announcements

PROVOST'S COUNCIL
August 23, 2016
Minutes

The Provost's Council met on Tuesday, August 23 from 8:30-10:00 a.m. in the Board Room in Koch Hall. Those present were Austin Agho (Chair), Stephanie Adams, Jane Bray, Andy Casiello, Jim Duffy, Morris Foster, George Fowler, Dana Heller, Debra Major, Dale Miller, Shelley Mishoe, Ravi Mukkamala, Tisha Paredes, Brian Payne, Jim Shaeffer, Jeff Tanner, Charles Wilson, Robert Wojtowicz, and Wie Yusuf. The following agenda items were discussed.

1. The July 26 minutes were approved.
2. NCFDD Institutional Membership

Debra Major reminded Council members that the University has obtained an institutional membership in the National Center for Faculty Development and Diversity (NCFDD). NCFDD offers professional development, training and mentoring and is available at no cost to all ODU faculty, post-doctoral scholars and graduate students. Dr. Major asked Council members for assistance in publicizing the program. The deans received 75 flyers to distribute in their college, and the flyer will be sent electronically. Robert Wojtowicz will reach out to graduate students to make them aware of the membership and its benefits.

3. Proposed Revisions to the Guidelines for the Establishment, Operation and Evaluation of Research Institutes and Centers

Morris Foster discussed proposed revisions to the Guidelines for the Establishment, Operation and Evaluation of Research Institutes and Centers. The revisions were developed by a faculty committee, which included representatives from Committee D of the Faculty Senate. The purpose of the policy is to provide guidance to faculty and administrators on the process for creating a new research institute or center and how new and existing research centers and institutes will be evaluated. The policy would not apply to entities with non-research missions.

Council members raised questions about whether the evaluation of research centers and institutes should also include a review of the academic component of these centers and institutes when appropriate. Austin Agho asked Council members to review the policy again for discussion at the next meeting.

4. Proposed Purchased Release Time Incentive Program (PRTIP)

Austin Agho shared comments he received about the proposed Purchased Release Time Incentive Program. One of the concerns was that the allocation of funds to faculty is not high enough. A second concern was that the program would reduce the purchased release funds that currently go to departments/schools, which are used for hiring extra faculty and supporting faculty development and travel. Dr.

Agho indicated Academic Affairs will work individually with any program disadvantaged by this policy.

Dr. Agho asked Council members for any additional input on the program. The Purchased Release Time Incentive Program was formally adopted with one abstention. The program will be reviewed every two years.

5. WEAVE Assessment Reports

Tisha Paredes reminded Council members that WEAVE assessment reports are due September 30. Institutional Effectiveness and Assessment will review the plans in October and reach out to areas with suggestions on how to enhance student learning from November-January. The assessment reports should include distance learning comparisons when applicable. Effective this year, certificate programs are included in assessment reports.

Dr. Paredes also provided an update on the work of the committee looking at guidelines for alternative credentialing for faculty. The committee has compiled a guidebook that can be used across all disciplines when hiring new faculty. Once the guidebook is finalized, it will be presented to the Provost's Council.

6. Preferred Name

Brian Payne informed Council members that, effective this fall, students will be able to provide a preferred first name instead of their legal first name to identify themselves for certain purposes, such as Degree Works, the ODU ID card, class rosters, email display name, and Blackboard. The student's legal name will continue to be used when it is required for business, legal, and external purposes such as finance, financial aid, diplomas, transcripts, police records, conduct records, medical and health records, and payroll. More detailed information will be sent to faculty about this change and will describe the process for students to provide the preferred first name. Questions should be directed to the Office of the University Registrar.

7. Academic Affairs Strategic Plan

Austin Agho asked for input on the need for a strategic plan in Academic Affairs. Such a plan could help address where we are going as well as provide direction for future funding requests. Council members supported the development of a strategic plan for Academic Affairs and made the following comments and suggestions.

- Balance the committee membership with representation from the faculty and leadership ranks.
- Include representation from Distance Learning, the Office of Research, and the Libraries.

- Engage in long-term strategic planning, perhaps marking the 100th anniversary in 2030.
- Engage in tactical planning for the short term (budget process) and strategic planning for the long term.
- Despite the ebb and flow of state support (and other unforeseen variables), Academic Affairs must remain focused on the loftier vision (once determined).
- Academic Affairs should take the lead in guiding the next University Strategic Plan.
- Determine the metrics to be used for assessing progress in the strategic plan.
- A tag line for the plan could be the next century vision.

Dr. Agho noted that Charles Wilson will be the point person for the strategic plan. He asked the deans to provide the names of two faculty for possible service on the strategic planning committee; Academic Affairs will select one faculty member from each college to serve.

Discussion on this issue will continue at the next meeting.

8. Quarterly Update to the University Community from Academic Affairs

This issue will be discussed at the next meeting.

9. Announcements

- A. Jim Shaeffer distributed information on a drone class that will be taught in the fall semester. The course objective is “to use design thinking and drone technology to come up with innovative solutions to complex global problems.” The class is part of the 4VA initiative.
- B. Brian Payne reported that a day-to-day comparison shows enrollment is down from last fall. We need to continue to work to increase enrollment.