

September 27, 2016

TO: Provost's Council

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

SUBJ: Provost's Council Agenda for Tuesday, September 27, 2016

The Provost's Council will meet on Tuesday, September 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 September 13 minutes (see attachment, p. 1-3)
2. Website Enhancement Project
David Harnage, Rusty Waterfield and Giovanna Genard
3. Proposed Revisions to the Guidelines for the Establishment, Operation and Evaluation of Research Institutes and Centers (see attachment, p. 4-6)
4. Academic Affairs Strategic Plan
5. Update on the Graduate School (see attachment, p. 7)
6. Announcements
 - A. Reminder: WEAVE assessment reports are due September 30.
 - B. Reminder: Please invite Tisha Paredes to chairs and directors meetings in the colleges to discuss the COACHE survey.

PROVOST'S COUNCIL
September 27, 2016
Minutes

The Provost's Council met on Tuesday, September 27 from 8:30-10:00 a.m. in the Board Room in Koch Hall. Those present were Austin Agho (Chair), Jane Bray, Andy Casiello, Shirshak Dhali, Jim Duffy, George Fowler, Giovanna Genard, David Harnage, Dana Heller, Debra Major, Shelley Mishoe, Dale Miller, Ravi Mukkamala, Renee Olander, Brian Payne, Bryan Porter, Jim Shaeffer, Jeff Tanner, Rusty Waterfield, Charles Wilson and Robert Wojtowicz. The following agenda items were discussed.

1. The September 13 minutes were approved.
2. Website Enhancement Project

David Harnage, Rusty Waterfield and Giovanna Genard discussed the website enhancement project and presented an overview of the new website. Objectives of the website redesign are as follows.

- Increase alignment of the website to the University's strategic goals and priorities
- Develop a homepage and additional pages that provide effective marketing, communication and storytelling to prospective students and other University audiences
- Update navigation, way-finding and search to improve access to content for all audiences
- Ensure stakeholders are actively involved in the project and a program of continuous improvement

David Harnage announced that six web content management positions have been established to support academic colleges and departments. These individuals will make web updates seamless to the requestor, provide a single point of contact, and maintain operational ownership of academic websites. Rusty Waterfield reported that the faculty and directory website will be improved. There will be a single authoritative source for the data.

The next steps are to hold meetings with the colleges, develop processes, and train new staff. Mr. Harnage asked for the Deans' help to prioritize what needs to be done in their areas. The redesigned website will go live on Sunday, October 9.

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

Council members approved an additional change to the proposed revisions to the Guidelines for the Establishment, Operation and Evaluation of Research Institutes and Centers. The statement requiring documented approval by all stakeholders for the establishment of a research institute or center was changed to documented

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

4. Academic Affairs Strategic Plan

Austin Agho reported on the meeting with the Deans to discuss the next steps regarding an Academic Affairs Strategic Plan. The group agreed on the development of a three-year Academic Action Plan that provides a strategic vision for the Office of Academic Affairs, prioritizes specific goals, and provides metrics for charting progress toward these goals. The overall plan will be organized in one-year iterations.

A Task Force to develop the Academic Action Plan will be convened in October and will conclude its work within six months. The Task Force will review existing plans, reports, and documents to get a sense of the priorities in Academic Affairs. Membership on the Task Force will include representatives from each college, the Office of Research, the Office of Distance Learning, the Library, the Higher Education Centers, the Graduate School, and the Office of Institutional Effectiveness and Assessment. When completed, the Academic Action Plan will inform the next University Strategic Plan.

A draft of the charge to the Task Force was distributed.

5. Update on the Graduate School

Robert Wojtowicz presented an update on the Graduate School. Policies and procedures under review include Academic Credentialing, University Graduate Certification Standards, Graduate Program Director Position Description, and Graduate Credit Recertification. Potential new degree proposals are Data Science, One Health, and Interdisciplinary Education. Projected initiatives for the Graduate School include the following.

- Expansion of graduate program reviews into departmental reviews
- Evaluation and monitoring of graduate assistants, including initial appointments, contracts, and two-way assessments
- International student language instruction
- Census of postdoctoral fellows leading to professional development opportunities
- Graduate strategic planning

In the international area, Dr. Wojtowicz announced that the University is participating in the American Council on Education's Internationalization Laboratory. Also, an international incident coordination group has been formed to deal with situations related to our students who are abroad as well as international students at the University.

6. Announcements

- A. Austin Agho reminded Council members that WEAVE assessment reports are due September 30.
- B. Austin Agho asked the Deans to invite Tisha Paredes to chairs and directors meetings in the colleges to discuss the COACHE survey.
- C. George Fowler announced that a forum on Affordable Course Content will be held on Friday, September 30.
- D. Austin Agho informed Council members that, beginning in October, there will be one Provost's Council meeting per month on the fourth Tuesday.