

January 20, 2017

TO: Provost's Council

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

SUBJ: Provost's Council Agenda for Tuesday, January 24, 2017

The Provost's Council will meet on Tuesday, January 24 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 November 22 minutes (see attachment, p. 1-3)
2. Space Utilization – Shelley Jules-Plag (see attachment, p. 4-13)
3. Budget Templates and Process – Jim Duffy
4. Guidelines for Faculty Credentialing – Tisha Paredes (attachment will be sent separately)
5. Proposed Changes to the Time Limits for Completion of Graduate Degrees – Robert Wojtowicz (see attachment, p. 14)
6. Update on the Online Virginia Network (GMU collaboration) – Andy Casiello

Information Items

7. Faculty Senate Issue 2016/17-14, Proposed Revision to the Certificate Policy – see attachment, p. 15-17) (The proposed revision originated with the Provost's Council, and the Senate agreed with the proposed revision.)
8. Faculty Senate Issue 2016/17, Textbook Adoption and Sales Policy – see attachment, p. 18-25 (The proposed revisions originated with the Provost's Council, and the Senate agreed with the proposal with one minor change. Todd Johnson and the Bookstore Manager are comfortable with the proposed change.)
9. Faculty Senate Issue 2015/16-24, Hiring Using PAPERS System – see attachment, p. 26-33 (The proposed revisions originated with the Provost's Council, and the Senate agreed with the proposed revisions.)
10. Faculty Senate Issue 2015/16-23, Dual Career Resource-see attachment, p. 34-38 (The proposal originated with the Provost's Council, and the Senate agreed with the proposal with one minor change.)

PROVOST'S COUNCIL
Minutes
January 24, 2017

The Provost's Council met on Tuesday, January 24 from 8:30-10:00 a.m. in the Board Room in Koch Hall. Those present were Austin Agho (Chair), Stephanie Adams, Jane Bray, Richardean Benjamin, Andy Casiello, Deri Draper, George Fowler, Shelley Jules-Plag, Terri Mathews, David Metzger, Dale Miller, Renee Olander, Tisha Paredes, Brian Payne, Jim Shaeffer, Jeff Tanner, Charles Wilson, Robert Wojtowicz, and Wie Yusuf. The following agenda items were discussed.

1. The November 22 minutes were approved.
2. Space Utilization

Shelley Jules-Plag discussed space utilization at the University. The Room Utilization Report that is submitted to SCHEV results in a priority ranking, which determines the University's position on the list for capital construction requests. In the past we have been in priority group 1, which includes projects that are fully justified. We have been maintaining appropriate classroom utilization rates, but weekly room use is starting to become an issue. Two issues impacting our space utilization score are as follows.

- A number of rooms assigned as classrooms are not being used.
- A number of rooms not assigned as classrooms are being used as classrooms for only one, two, or three class occurrences.

Provost Agho recommended that Ms. Jules-Plag meet with the chairs and associate deans in each college to discuss the issues related to classroom utilization. He also suggested that a representative from the Registrar's Office attend these meetings.

3. Budget Templates and Process

Jim Duffy presented an overview of the University's budget and discussed the FY 2018 budget planning process and reduction targets. He also presented the generic templates associated with budget requests. Budget requests for FY 2018 are due in Academic Affairs by February 3.

4. Guidelines for Faculty Credentialing

Tisha Paredes discussed the new process for full-time faculty credentialing and asked for input. Credentials will be confirmed earlier in the hiring process, which will minimize delays in hiring and assist in gathering information to respond to SACSCOC standards. The process will be completed in PAPERS and includes the following steps.

- Institutional Effectiveness and Assessment (IE&A) reviews unofficial transcripts and CVs for candidates selected for on-campus interviews after Equity and Diversity has certified the pool
 - IE&A consults the Faculty Credentials Guidebook to confirm candidates have a terminal degree in the discipline or related fields.
 - If additional information is needed, IE&A contacts the search committee chair.
 - The SACSCOC Liaison reviews information if IE&A cannot determine credentials.
- Once the final candidate is selected, an official transcript should be sent to a University official – Dean’s Office, Department Chair or directly to IE&A – prior to the start date.
 - Originals are scanned by IE&A and uploaded to WEAVE VERIFY (accreditation credentialing system).

Adjunct faculty credentialing remains a paper process, but the steps needed for appointing adjunct faculty and gathering the information to respond to SACSCOC standards have been streamlined. The Adjunct Faculty Approval & Employment Authorization Form has been revised, and two worksheets have been added to assist in the process.

The next phase of the credentialing process will look at Graduate Teaching Assistants.

5. Proposed Changes to the Time Limits for Completion of Graduate Degrees

Robert Wojtowicz described the recommended changes to the policy on time limits for completion of graduate degrees. The changes originated in the Graduate Administrators Council and were approved by that body. The revisions are proposed so that the time limit for completion of a graduate degree will be the same for master’s students and doctoral students. There are two reasons for this revision:

- a. The large number of part-time graduate students enrolled at the University; and
- b. The movement of some students from doctoral status to master’s status and vice versa. In other words, a credit’s validity should not necessarily depend on whether a student is master’s or doctoral level – the knowledge retained remains the same.

Council members approved the proposed changes. The proposal will be sent to the Faculty Senate for review.

6. Update on the Online Virginia Network (GMU collaboration)

Andy Casiello provided an update on the Online Virginia Network. The program, which is a collaboration with George Mason University, seeks to identify individuals in Virginia with some credentials toward an undergraduate degree who have not completed the degree. Once identified, individuals are introduced to programs at both institutions. The goal is to begin enrolling students in fall 2017. Some funding has been made available and additional funding is expected.

Information Items

7. Faculty Senate Issue 2016/17-14, Proposed Revision to the Certificate Policy

The proposed revision originated with the Provost's Council, and the Senate agreed with the proposed revision. The revision will be sent to the President for approval.

8. Faculty Senate Issue 2016/17, Textbook Adoption and Sales Policy

The proposed revisions originated with the Provost's Council, and the Senate agreed with the proposal with one minor change. The revisions will be sent to the President for approval.

9. Faculty Senate Issue 2015/16-24, Hiring Using PAPERS System

The proposed revisions originated with the Provost's Council, and the Senate agreed with the proposed revisions. The revisions will be sent to the President for approval.

10. Faculty Senate Issue 2015/16-23, Dual Career Resource

The proposal originated with the Provost's Council, and the Senate agreed with the proposal with one minor change. The proposal will be sent to the President for approval.

11. Announcements

A. Austin Agho announced that new faculty lines will be allocated to the signature programs.