

May 18, 2017

TO: Provost's Council

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

SUBJ: Provost's Council Agenda for Tuesday, May 23, 2017

The Provost's Council will meet on Tuesday, May 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 March 28 minutes (see attachment, p. 1-3)
2. Faculty Senate Issue 2016/17-19, Proposed Revisions to the Policy on Academic and Professional Preparation Requirements for Faculty (see attachments, p. 4-11)
3. Chief Departmental Advisor Duties (see attachment, p. 12-14)
4. Possible Changes to the Policy on System of Grading, specifically the section on the deadline for completion of Incomplete grades (see attachment, p. 15-17)
5. Information items
 - A. Faculty Senate Issue 2016/17-11 Non-Tenure Track Clinical Faculty Ranks (The establishment of the ranks and accompanying policy changes have been approved by the President and will be taken to the Board of Visitors in June for final approval.)
6. Announcements

PROVOST'S COUNCIL
May 23, 2017
Minutes

The Provost's Council met on Tuesday, May 23, 2017 from 8:30-10:00 a.m. in the Koch Hall Board Room. Those present were Brian Payne (Chair), Richardean Benjamin, Jane Bray, Andy Casiello, Gail Dodge, Jim Duffy, George Fowler, Dana Heller, Rafael Landaeta, Dale Miller, Renee Olander, Tisha Paredes, Jim Shaeffer, Jeff Tanner, Charles Wilson, Robert Wojtowicz, and Wie Yusuf. The following agenda items were discussed.

1. The March 28 minutes were approved.
2. Faculty Senate Issue 2016/17-19, Proposed Revisions to the Policy on Academic and Professional Preparation Requirements for Faculty

Brian Payne led discussions related to credentials for each Instructor of Record in academic courses taught at the University. He provided some background from the President of the Commission on Colleges at SACS concerning the need to specify such credentials, and Tisha Paredes provided details from SACSCOC policies on this issue.

Wie Yusuf reported items from the latest Faculty Senate meetings on the matter, and Robert Wojtowicz asked specifically about science labs staffed by GTAs.

Brian Payne suggested that he send the SACSCOC definition of Instructor of Record to David Burdige for the overview section of the Academic and Professional Preparation Requirements for Faculty section of the Faculty Handbook as a slight modification to the policy. The proposed addition to the policy was approved unanimously. When the additional modification is finalized, the proposed revisions will be sent to President Broderick for approval.

3. Chief Departmental Advisor (CDA) Duties

Brian Payne reported that he has convened a group of faculty from each college to work on a new policy for the Faculty Handbook related to the role of Chief Departmental Advisor. The policy includes sections on appointment, duties and responsibilities, release time and compensation, and evaluation and performance. Dr. Payne provided information on the sections and the rationale for each.

Several members of Council asked about the language, including the distinction between professional advisors and faculty CDAs, term limits, pay, and terminology for these roles in each college. Based on several suggestions made, Dr. Payne offered to edit the document and forward it to Faculty Senate

for review and feedback. The proposed changes to the document were approved unanimously.

4. Changes to the Policy on System of Grading with I (Incomplete).

Jeff Tanner provided background on the proposed changes he would like to see in the grading policy, based on a situation that occurred with a student in the Strome College of Business. The concern related to the I grade becoming an F at the end of classes during semesters following the posting of an I grade. Gail Dodge recommended that the F be posted one week following the end of that semester's exams, rather than the last day of classes. After further discussion about the 48-hour timeframe for posting grades, Jeff Tanner proposed the change in policy to say: The I grade becomes an F if not removed when grades are due the following term according to the following schedule.... The proposed revision to the grading policy was approved unanimously and will be forwarded to the Faculty Senate.

Separately, Council members asked to discuss the 48-hour rule related to posting grades at a later date. The Registrar will be consulted about this rule.

Announcements

- A. Andy Casiello reported on the Summer Institute, held during the week of May 15, and indicated that a highlight of the Institute was a focus on textbook-free courses. The keynote speaker at the Institute discussed Open Educational Resources (OER), which is gaining traction throughout the country. Mr. Casiello's team—and others at ODU—are available to help faculty who wish to use OER rather than textbooks.
- B. The deans discussed changes in undergraduate enrollment and the need to develop a strategy, similar to that used to improve graduate enrollment, to target more traditional-aged students, since transfer populations are down.