

PROVOST'S COUNCIL
January 28, 2020
Minutes

The Provost's Council met on Tuesday, January 28 from 8:30-10:00 a.m. in the SGA Chambers in Webb Center. Those present were Austin Agho (Chair), Jane Bray, Paul Carrant, Gail Dodge, Annette Finley-Croswhite, Renee Felts, George Fowler, Giovanna Genard, Dennis Gregory, Kate Hawkins, Renee Olander, Brian Payne, Tisha Paredes, Elaine Pearson, Kent Sandstrom, John Sokolowski, Narketta Sparkman-Key, Ben Stuart, Jeff Tanner, Bonnie Van Lunen, and Robert Wojtowicz. Julian Facenda and John Nunnery attended as guests. The following agenda items were discussed.

1. The October 3, 2019 retreat minutes were approved.
2. The October 22, 2019 minutes were approved.
3. New Policy on Internal Deadline for Sponsored Programs Applications and Pre-Award Administration

John Nunnery and Julian Facenda discussed the new policy on the internal deadline for sponsored programs applications that goes into effect February 1. Faculty should make the Research Foundation aware of their intent to submit a proposal as soon as possible. Completed proposal packets must be submitted to later than five business days before the funder's deadline. Proposals can still be modified up to two days before the deadline. Information on FY 2019 proposal submissions data was distributed.

4. New SCHEV Degree Proposal Process

Tisha Paredes discussed changes to the SCHEV degree and certificate proposal process. There are three stages to the new process.

1. Exploratory phase – in this phase, several questions about viability and uniqueness should be explored to determine the need for the proposed program or certificate. Exploratory proposals will be reviewed by department faculty, curriculum committees, and deans, as well as the SCHEV Liaison, Graduate School or Undergraduate Studies representative, the Vice Provost for Academic Affairs, and the Provost to determine program viability.
2. Pre-proposal Phase (degrees only) – once program viability and need are established, programs will adhere to internal processes for curricular revision and complete ODU's curricular approval form. Programs will complete the SCHEV Program Announcement form by gathering information about the curriculum, student learning outcomes, workplace competencies, projected

labor demands, duplication with other programs in the state, and projected resources needed. Program announcements are due to SCHEV September 1 for May approval (fall start date) and March 1 for October approval (spring start date). Dr. Paredes noted that the Program Announcement form will be placed on the SCHEV website for comment by other institutions.

3. Proposal Development Phase – once SCHEV approves the Program Announcement at the September or March Council meeting, programs will complete the SCHEV Full Proposal form and provide a description of the program, gather evidence to justify the program, present projected enrollment, and identify program resource needs. Full Program Proposals are due to SCHEV December 15 for May approval (fall start date) and June 1 for October approval (spring start date).

Dr. Paredes asked for feedback on the proposed new process. She also asked the Deans to share any internal processes they use with her. George Fowler asked that consultation with the Library be included in the exploratory phase. Several of the Deans noted that a checklist for this process would be helpful.

5. Faculty Senate Issue AY18-01-B, Undergraduate Program Director Description

Council members discussed the recommendation from the Faculty Senate for a policy statement on undergraduate program director. Policies exist for chief departmental advisors and graduate program directors, but some colleges have undergraduate program directors in lieu of chief departmental advisors. The proposed policy covers the appointment and reappointment, duties and responsibilities, release time and compensation, and evaluation of performance for undergraduate program directors.

Several Council members raised questions about the compensation for undergraduate program directors, which the proposed policy states will be paid by Academic Affairs. The suggestion was made to conduct a comprehensive review of the workload and compensation for undergraduate program directors, chief departmental advisors, and graduate program directors. Discussion on the proposed policy will continue at an upcoming Deans Council meeting.

6. Review of Graduate Program Director and Chief Departmental Advisor Policies as Compared to the Proposed Policy on Undergraduate Program Director

The policies for chief departmental advisors and graduate program directors were included with the agenda for comparison to the proposed policy for undergraduate program directors.

7. Announcements

- A. Emergency Hires – Tisha Paredes reminded the Deans that all faculty hires should go through her office for the review of credentials. There have been occasions when her office has not seen the paperwork until after an emergency hire was made.
- B. Austin Agho informed Council members that the following two issues were discussed in his meeting with the Faculty Senate Executive Committee.
- Faculty workload policy: Faculty Senate is concerned that not all colleges have a workload policy and that Academic Affairs needs to ensure compliance with faculty workload policies. The College of Arts and Letters is the only college without a written workload policy. Provost Agho noted that the College is in the process of finalizing its workload policy.
 - Summer compensation: Provost Agho provided the reasons for the new summer compensation model and addressed the reason for the different compensation rate across colleges. Requests for exceptions will be recommended by the Dean and approved by the Provost.
- C. With regard to the coronavirus, Kate Hawkins asked if anyone is tracking faculty, staff and students who have traveled to China and are returning as well as those who plan to travel to China. Elaine Pearson approves international travel for faculty and indicates where they are not to travel. Paul Carrant's staff is in contact with students from China. Giovanna Genard stated that her staff is preparing a message about the virus that will be sent to faculty, staff and students.