

DEANS COUNCIL

April 9, 2019

Minutes

The Deans Council met on Tuesday, April 9 from 8:30-10:00 a.m. in the Board Room in Koch Hall. Those present were Kate Hawkins (Chair), Jane Bray, Gail Dodge, George Fowler, Jeff Tanner, Bonnie Van Lunen, and Robert Wojtowicz. Shelley Jules-Plag attended as a guest. The following agenda items were discussed.

1. The March 12, 2019 minutes were approved.
2. Classroom Performance in Terms of Utilization

Shelley Jules-Plag presented data on instruction space utilization for the fall 2018 semester. She informed the group that a space management study will be conducted in spring 2019 and will focus on utilization and process improvement. The goal is 80% utilization. Low usage rooms will be evaluated, and Ms. Jules-Plag will work with the Deans to improve utilization.

The data show that the utilization of departmental rooms is not as high as the utilization of rooms scheduled by Classroom Central. The Deans expressed a willingness to look at centralized scheduling. Kate Hawkins suggested that Ms. Jules-Plag meet with the department chairs steering committee to discuss centralized scheduling.

3. Proposed Revisions to the Graduate Policy on Normal Course Load

Robert Wojtowicz presented proposed revisions to the graduate policy on Normal Course Load. The changes have been approved by the Graduate Administrators Council and are under review by the Faculty Senate. It is proposed that the title of the policy be changed to Enrollment Status Policy. The change of title will make it easier to locate the policy and its contents. The change of language in the body of the policy will delineate what constitutes full- and part-time status and clarify what the various fractional levels of enrollments at the graduate level are during the fall, spring, and summer semesters.

Council members approved the proposed revisions to the policy and agreed that the policy changes do not need to be considered by the Deans Council again unless there are additional changes from the Faculty Senate or the Graduate Administrators Council.

4. Proposed Changes to the Policy on Institutional Credit Requirements for Graduate Degrees

Robert Wojtowicz presented proposed revisions to the policy on Institutional Credit Requirements for Graduate Degrees. The changes have been approved by the Graduate

Administrators Council and are under review by the Faculty Senate. It is proposed that the title of the policy be changed to Institutional Credit Requirements for Graduate Degrees and Certificates. Adding “and Certificates” to the title of this policy clarifies its reach. Changes to the body of the policy include general language cleanup and cross-referencing to other related policies.

Council members approved the proposed revisions to the policy and agreed that the policy changes do not need to be considered by the Deans Council again unless there are additional changes from the Faculty Senate or the Graduate Administrators Council.

5. Proposed Changes to the Policy on Prior Learning Assessment Credit Options at the Graduate Level

Robert Wojtowicz presented proposed revisions to the policy on Prior Learning Assessment Credit Options at the Graduate Level. The changes have been approved by the Graduate Administrators Council and are under review by the Faculty Senate. The revisions specifically address the regularization of capitalization in the text and the removal of the College of Continuing Education and Professional Development from the approval process. A new section allowing for exceptions, with appropriate approvals, has been added at the end of the policy to align it with current practices in the Batten College of Engineering and Technology’s Officer Nuclear Power School (Navy Nukes) program.

Council members approved the proposed revisions to the policy and agreed that the policy changes do not need to be considered by the Deans Council again unless there are additional changes from the Faculty Senate or the Graduate Administrators Council.

6. Proposed Changes to the Graduate Assistantship Guidelines Section on Eligibility

Robert Wojtowicz presented proposed revisions to the Graduate Assistantship policy section on Eligibility. The changes have been approved by the Graduate Administrators Council and are under review by the Faculty Senate. The changes make minimum enrollment requirements clear. In addition, the changes would align the policy with current practice by establishing a process for extension of an assistantship appointment when a student’s GPA falls below 3.0.

Council members approved the proposed revisions to the Graduate Assistantship policy section on Eligibility and agreed that the policy changes do not need to be considered by the Deans Council again unless there are additional changes from the Faculty Senate or the Graduate Administrators Council.

7. Proposed Changes to the Policy on Graduate Credits by Transfer

Robert Wojtowicz presented proposed revisions to the policy on Graduate Credits by Transfer. The changes have been approved by the Graduate Administrators Council and are under review by the Faculty Senate. The proposed revisions are intended to bring greater flexibility to the graduate admissions process. The changes allow for the internal transfer of more than 12 graduate credits in the case of students moving from graduate certificate programs into graduate degree programs. They further allow for more than 12 credits to be transferred into a graduate program from outside the University with the appropriate justifications and approvals. Lastly, the revisions allow for the relocation of advanced doctoral students who are following faculty newly hired at the University.

Council members approved the proposed revisions to the policy and agreed that the policy changes do not need to be considered by the Deans Council again unless there are additional changes from the Faculty Senate or the Graduate Administrators Council.

8. Additional Changes Proposed to the Policy on Tuition Grants and Tuition Waivers

Robert Wojtowicz presented proposed additional revisions to the policies on Tuition Grants and Tuition Waivers. The original revisions approved previously by the Deans Council are intended to streamline the language in the policies and eliminate confusion between grants and waivers. Also, language has been added to include grants disbursed through the Old Dominion University Research Foundation in addition to those disbursed by the Office of Student Financial Aid.

Additional revisions are needed in order to satisfy reporting guidelines requested by state auditors. The latest revisions indicate who in a college's hierarchy (graduate program director, chair and dean or designee) approves the awarding of tuition grants and/or waivers.

Council members approved the proposed revisions to the policies, which are currently under review by the Faculty Senate. Council members agreed that the policy changes do not need to be considered by the Deans Council again unless there are additional changes from the Faculty Senate or the Graduate Administrators Council. The Deans had some questions about the policies but agreed to wait until next year to review the policies again so that the changes requested by the state auditors can take effect.

9. Proposed Changes to the Continuance Policy for Graduate Students

Robert Wojtowicz presented proposed revisions to the Continuance Policy for Graduate Students. The changes have been approved by the Graduate Administrators Council and are under review in the Faculty Senate. Significant editorial revisions are proposed, including the creation of a new section on early suspension and limiting appeals regarding dismissal from a graduate program to 45 days. Adding a section on early suspension will prevent those students whose GPAs have been harmed significantly by an

accumulation of bad grades from undertaking a futile attempt to raise their GPA via the normal probationary process. Limiting the time on appeals for dismissal to 45 days brings this policy into alignment with similar appeal policies in other academic and non-academic areas.

Council members approved the proposed revisions to the policy and agreed that the policy changes do not need to be considered by the Deans Council again unless there are additional changes from the Faculty Senate or the Graduate Administrators Council.

10. Announcements

- A. Jane Bray informed Council members that changes have been made to the Bachelor of Science degree in Education that was approved at an earlier meeting. Instead of one BS degree in education with four majors, there will be four separate degrees: BS in early childhood education, BS in elementary education, BS in special education, and BS in career and technical education. The changes were requested by SCHEV in order for the degree programs to be approved.

- B. Kate Hawkins announced that 21 faculty signed up for the Faculty Media Training Workshop offered by Giovanna Genard, Assistant Vice President for Strategic Communication and Marketing.

- C. Kate Hawkins asked for input on an email clarifying certain processes for promotion and tenure reviews that will be sent to department chairs and deans.

- D. Kate Hawkins stated that she received some negative feedback when discussing the Digital Measures rollout with department chairs. She will convene a group this summer to determine the chairs' concerns and try to identify the means to address them. Jane Bray and Jeff Tanner expressed interest in joining the pilot group on Digital Measures in the fall.