

DEANS COUNCIL  
May 11, 2021  
Minutes

The Deans Council met electronically via Zoom on Tuesday, May 11, 2021 from 8:30-10:00 a.m. Those present were Austin Agho (Chair), Tammi Dice, Gail Dodge, Stuart Frazer, Kate Hawkins, Jonathan Leib, David Metzger, Brian Payne, Ben Stuart, Jeff Tanner, Bonnie Van Lunen, and Robert Wojtowicz. Daniela Cigularova and Joe Ritchie attended as guests. The following agenda items were discussed.

1. The April 13, 2021 minutes were approved.
2. First Class/Experience Guaranteed

Brian Payne, Daniela Cigularova, and Joe Ritchie discussed the proposal to revise First Class and create a College Connection event. Details of the revisions to First Class are as follows.

- Occurs throughout the week prior to classes beginning (Wednesday-Friday) rather than just on Saturday
- Utilizes the computer labs so that it can be interactive, small group engagement
- Students will be grouped by residence halls to create community (commuter students will have the option for a virtual session or they may come to campus as well)
- Each volunteer faculty member will be assigned a three-hour time block (three 45-minute sessions)
- Topics would include
  - Navigating Blackboard
  - Syllabus (office hours, grading policies, etc.)
  - Advisor (add/drop policies, change in schedule)
  - Expectations for the first week of classes, mode of delivery
- Types of experiential learning will be embedded to promote experiential learning from day one.

The College Connection event is designed to connect students to their academic college, especially those students who did not have opportunities to meet in person because of the pandemic. Details of the event are as follows.

- Occurs the Saturday prior to classes beginning
- Opportunity for students to meet Deans, faculty, advisors, staff, other students
- Structure of event to be determined by each college (encourage innovation, flexibility, creativity)
- Department presentation with time for interaction; College Fair; Academic Colleges Showcase
- Possible highlights would include
  - Faculty Spotlights
  - College traditions

- Academic Resources and Support Services
- Peer Mentoring
- Experiential Opportunities
- Points of Pride
- Provide students a college identifier (i.e., t-shirt, face mask that can be worn to Saturday's College Connection and future college events); Convocation will be a springboard to this event.
- Incentives: QR codes for events. Once students scan, they are eligible for various giveaways.

The Deans supported the revisions to First Class and the College Connection event. Several felt that the College Connection event could take the place of the Dean's State of the College Address. Austin Agho felt that an event to welcome faculty was needed and asked that the State of the College Address or an event for faculty be moved to later in the semester.

The Deans agreed to help pay for the college identifier at the College Connection event. Brian Payne will contact the Deans to ask for a representative from their college to join the working group for First Class and College Connection.

3. Faculty Senate Issue AY20-27-A Approval of Curricular Changes, New Courses and Course Changes

Council members discussed and approved the recommendation from the Faculty Senate for revisions to the policy on Approval of Curricular Changes, New Courses and Course Changes. The policy has not been updated since 2012 and was identified for review as part of the SACSCOC Reaccreditation process. The changes provide updates so that the policy reflects the practice and process for curricular changes, new courses, and course changes. The recommendation will be forwarded to President Broderick.

4. Faculty Senate Issue AY20-30-A New Minor in Political Geography

Council members discussed and approved the recommendation from the Faculty Senate for a new minor in Political Geography. The minor is a 15-credit interdisciplinary program with a flexible curriculum that emphasizes the role geography has in shaping world politics. The recommendation will be forwarded to President Broderick.

5. Faculty Senate Issue AY20-29-B Proposal to Extend the Withdrawal Deadline to the Last Day of Classes

Council members discussed and approved the recommendation from the Faculty Senate to extend the withdrawal deadline to the last day of classes. Reasons for extending the deadline are as follows.

A. An extended withdraw deadline allows more time for instructors to provide grade feedback to students, such as midterm assessments.

- B. An extended withdraw deadline allows students more time to make informed decisions by:
  - Having more grades to assess their progress in courses
  - Meeting with an advisor to discuss their options and decision about withdrawing
  - Consulting with a financial aid counselor on how withdrawing may impact their aid eligibility (e.g., SAP, VGAP, scholarships, etc.)
- C. The process to request permission to withdraw after the deadline for a course is cumbersome and requires documentation of mitigating circumstances and multiple levels of approval (e.g., instructor, chair, and sometimes Dean if appealed). An extended withdraw deadline would help to reduce these submitted requests, including reducing time spent by instructors and advisors addressing student inquiries about the process or helping them navigate the situation.
- D. With pre-registration beginning at the end of March (resulting in many students consulting with their advisor and addressing any holds prior to their pre-registration Time Ticket), a withdraw deadline after pre-registration week would help to remove holds and barriers for students wanting to withdraw from a course. For example, if a student's holds have already addressed, then they have access to withdraw in Leo Online.
  - This would also help to reduce the manual withdraw requests to the Registrar's office when students have holds preventing withdrawing themselves in Leo Online.
  - When students meet with their advisor to discuss pre-registration, this advising meeting also provides a good opportunity for students to discuss their academic progress and any concerns about whether to withdraw, resulting in students making more informed decisions.

The Deans recommended revising the statement on non-attendance and non-payment to make it clearer to students. They also suggested adding language directing students to information about tuition refunds and tuition appeals. Judy Bowman will contact Nina Brown and John Sokolowski about these proposed changes to see if they can be considered editorial and implemented for 2021-22 or if they would prefer submission of a new issue in the fall for further discussion in the Senate. Ms. Bowman will also contact the Registrar's Office to see if students could receive a prompt reminding them about Satisfactory Academic Progress for financial aid and tuition refund information when they submit requests to withdraw from classes.

The recommendation for revisions to the policy on Withdrawal from Classes to extend the withdrawal to the last day of classes will be forwarded to President Broderick after Ms. Bowman consults with the Senate.

## 6. Faculty Senate Issue AY20-18-C Thesis and Dissertation Committee Structure

Council members discussed and approved the recommendation from the Faculty Senate for revisions to the policies in the Graduate Catalog on Dissertation and Thesis

Committees. Revisions to the Dissertation Committee and the Thesis Committee are intended to clarify the policies as follows.

- The minimum requirement of three committee members
- The composition of the committee in terms of full-time current ODU faculty members
- Committee participation by research faculty, researchers or faculty at affiliated external research institutions, and adjunct and emeriti faculty
- That all committee members must sign relevant forms.

The revisions for Dissertation Committees also add language that “The student selects a dissertation committee chair and may consult with the graduate program director for assistance in doing so” and “The dissertation committee chair, in consultation with the student, appoints a dissertation committee of at least three members who are graduate certified at the appropriate level and who have the academic backgrounds and research interests necessary to counsel, direct, and evaluate the student’s proposed research and progress.”

The recommendation from the Deans Council will be forwarded to President Broderick.

## 7. Monarch Workflow Manager for Personnel Actions as Related to Faculty Information Sheets

Kate Hawkins provided the following updates on Monarch Workflow Manager.

- The Deans were asked to let Dr. Hawkins know the members of the 2021-2022 college P&T committees so they can be added to workflow.
  - Faculty on the 2020-2021 committees this year should serve through the end of the contract period.
- Dr. Hawkins will send an email to department chairs to confirm the schedules for portfolio review and annual review for certain classifications of non-tenure-eligible faculty; some non-tenure-eligible faculty are not required to undergo an annual portfolio review or an annual reappointment review that includes a department/school committee.
- Dr. Hawkins and Will Farinholt have conducted live workshops on Monarch Workflow Manager. Recorded versions of the workshops (without audiences) will be uploaded to the workflow SharePoint site. An updated "omnibus" process user guide has been created, which will also be posted soon.
- Using the new Fac File, the timing for faculty who are undergoing pre-tenure, tenure, and in-depth reviews can be determined and those faculty invited to participate in the workflow at the appropriate time. However, we still need to determine a reliable way to identify faculty who are opting to participate in a voluntary review, such as promotion in rank or position conversion.
- There have been questions raised by faculty about the role of Faculty Information Sheets (FIS) in the annual reviews conducted in the workflow. FIS are not consistent

- across the colleges, creating confusion about how to transition from the FIS to the workflow.
  - Several of the Deans asked if the workflow materials could replace the FIS.
  - If so, discussion will be needed on how to revise the various policies that reference FIS.
- Dr. Hawkins said that annual adjunct faculty reviews need to be recorded and archived. She suggested using the annual portfolio reviews for adjunct faculty and uploading them directly to Monarch Workflow Manager to be archived, rather than creating a new workflow for annual adjunct faculty review.

8. Austin Agho made the following announcements.
  - A. He thanked the Deans for their effort and flexibility for Commencement.
  - B. Work needs to continue to increase fall enrollment.
  - C. The Deans were asked to pay attention to summer classes that are already closed and to increase class size and/or add sections. Adjunct faculty can be used if needed.
  - D. Retention for fall 2021 does not look good as compared to the fall 2020 rates. Dr. Agho will forward recommendations from SEES to the Deans.
  - E. The Deans received the first draft of the Program Prioritization Initiative report. A meeting to discuss the recommendations in the report will be convened in the next few weeks, hopefully in person.