

DEANS COUNCIL  
December 13, 2022  
Minutes

The Deans Council met on Tuesday, December 13, 2022, from 8:30-10:00 a.m. in the Conference Room in Koch Hall. Those present were Austin Agho (Chair), Laura Delbrugge, Tammi Dice, Ken Fridley, Tim Hackman, Kate Hawkins, Ken Kahn, David Metzger, Brian Payne, Bonnie Van Lunen, and Robert Wojtowicz. The following agenda items were discussed.

1. The August 22, 2022, minutes were approved.
2. SCHEV Requirements and ODU Process for Developing New Programs and Certificates and Processing Curricular Changes

Brian, Payne and David Shirley described a new process proposed by the Office of Institutional Effectiveness and Assessment for developing new programs and certificates and processing curricular changes. The new process is scheduled to begin in January and will link together internal processes, external processes, SCHEV and SACSCOC. There are four phases to the program action process.

- Inquiry – A Program Action Form is submitted to the Office of Institutional Effectiveness and Assessment to determine whether the proposal involves SACSCOC and SCHEV, SACSCOC only, SCHEV only, or internal units only.
- Viability documents – The Form and viability documents are routed to the Program Action Committee for review/approval.
- Development – A curricular request is developed in conjunction with Institutional Effectiveness and Assessment.
- Formal proposals – A formal proposal is completed, edited by Institutional Effectiveness and Assessment, and submitted to the Program Action Committee for evaluation. Final approval is obtained from internal and external groups as applicable.

3. Compensation Benchmark Survey Recommendations – Next Steps

A small task force will be formed to look at the survey recommendations. The issue will be discussed again after the task force's work.

4. Faculty Senate Issue AY22-1-F Policy on Promotion of Lecturer to Senior Lecturer

Deans Council members discussed and approved the recommendation from the Faculty Senate to revise the policy on Evaluation of Lecturers, Senior Lecturers, and Master Lecturers and Promotion of Lecturers and Senior Lecturers. The recommended revision

would allow a faculty member to apply for early consideration for promotion to senior or master lecturer. The language is consistent with the policy on promotion to full professor. Deans Council members recommended an editorial revision, which is to remove the phrase “It is the sense of the Board of Visitors,” since the policy on Evaluation of Lecturers, Senior Lecturers, and Master Lecturers and Promotion of Lecturers and Senior Lecturers is no longer a Board-level policy.

The recommendation for revisions to the policy on Evaluation of Lecturers, Senior Lecturers, and Master Lecturers and Promotion of Lecturers and Senior Lecturers and the editorial revision from Deans Council will be forwarded to President Hemphill. If approved, the revised policy will appear in the Teaching and Research Faculty Handbook and will be communicated to faculty, department chairs and deans when the Handbook is updated.

5. Faculty Senate Issue AY22-14-F There is a Needed Clarification on the College Level Full Professor Promotion Committee in Substituted Member Case

Deans Council members discussed and approved the recommendation from the Faculty Senate to revise the policy on Promotion in Rank. A previously approved revision added language that a member of the departmental promotion and tenure committee will be elected to represent the department if the home department of a candidate for promotion to full professor has no full professor representing it on the college committee. The current recommended revision would allow the full professor elected by the departmental committee to serve as the representative on the college committee for other full professor promotion cases.

The recommendation for revisions to the policy on Promotion in Rank will be forwarded to President Hemphill. If approved, the revisions will be presented to the Board of Visitors in April. Once final approval is obtained, the revised policy will appear in the Teaching and Research Faculty Handbook and will be communicated to faculty, department chairs and deans when the Handbook is updated.

6. Adjunct Faculty

Council members briefly discussed the funding for adjunct faculty.

7. Update on the Workshop on Mentoring from the G-RISE Retreat

Robert Wojtowicz gave an update on the Workshop on Mentoring from the G-RISE Retreat. The workshop topic was holistic mentoring training. Dr. Wojtowicz suggested that we investigate having a mentoring program for graduate students. The Deans expressed the need to find a way for graduate students to provide feedback, such as having a representative from the Dean’s Office visit each department to talk with

graduate students. Dr. Wojtowicz will work with the associate deans for graduate studies and research to come up with ideas on mentoring and ways for graduate students to provide feedback.

8. Announcements

- A. In reference to the memo on one-time budget requests that were funded, Austin Agho asked the Deans to expend the funds by June 30 and not carry them forward.
- B. Austin Agho informed the Deans that the social media policy has been sent to Annette Finley-Croswhite and M'Hammed Abdous for review. He plans to send the policy to faculty the week of December 12.
- C. Austin Agho asked the Deans to review the remote work policy again and provide suggested language and where the language should be inserted in the policy. The policy will be submitted to the Faculty Senate following the Deans' suggestions.
- D. The release date for the new Strategic Plan is January 9. Austin Agho noted that a report on the Strategic Plan and any actions will be due to the Board of Visitors every six months and asked the Deans to think about how to prepare these reports.
- E. Austin Agho will share the list of positions identified to help increase enrollment in the fall that have been approved. He gave the Deans the go ahead to move forward on these searches with the understanding that funding will be available in the fall.