Activity from DCEPS Faculty/Staff Meeting- 4.8.2025

Items identified by faculty and staff to be addressed:

- Open access publishing support (1 group identified)
    - In emails sent 3/18/25 and 3/20/25 Associate Dean Katsioloudis shared valuable information about increased support through the ODU Library for some article processing charges (APCs). While the college does not provide funds for these charges, some are covered through an agreement with the Virtual Library of Virginia (VIVA). A recent experience with this process was quick and easy, and it may be a useful resource for those considering open access publishing. You can find more details in the ODU Library guide here: https://guides.lib.odu.edu/openaccess/apc. This link is also available on the DCEPS Faculty Resources website. However, faculty are still encouraged to publish in high-impact journals within their fields that do not require such charges.
- Professional development funds from dean's office beyond travel (1 group identified)
    - Please note that the funds provided out of the Dean's Office are for *professional development*- not just travel. Be sure to work with your Chair to determine how you wish to use these funds.
- Advocate for scheduling efficiencies (2 groups identified)
    - I will continue to advocate for improvements to scheduling processes and support. Two areas specified were:
        - Management of waitlists
            - I am in regular communication with the Registrar's Office about challenges shared with me by the Chairs and UPDs/GPDs regarding waitlists and available sections. The Registrar has been responsive and has stressed that there have been some kinks in the system as they get things up and running, but the intention is not to act on waitlists when students have other options. They are making adjustments internally so we should see improvements moving forward.
        - More scheduling personnel
            - While I will continue to request additional staff and support lines, some departments' Office Managers assist with the schedule. Those not requesting support from your Office Managers may wish to seek support moving forward.
- Provide timely communication regarding decisions/actions related to DEIA (3 groups identified)
    - Provide ongoing updates about impact on available resources (reductions and opportunities) and continually communicate that it is ok to address/teach DEIA

- I will continue to send emails and/or share at meetings as new information surfaces. I will also continue to keep Chairs informed and they will pass information to you. I will also continue to share information in these bi-weekly messages. Regarding the teaching of DEIA in classes, I continue to encourage you to proceed as you have and encourage you to ensure that the content of your courses is aligned with the competencies/objectives of your courses.
- Adopt an AI policy for the college (1 group identified)
    - Because of differences in program areas, it is difficult to adopt a college wide policy, but I encourage programs to develop guidance/policies aligned with the university guidance. The link to the university policy is here: [ODU Policy On Use of AI](). It is recommended that you include an AI statement in your syllabi.
        - ODU's Center for Faculty Development provides the following guidance:

AI Use Guidelines and Academic Integrity
Depending on your course learning outcomes and expectations, consider adopting or modifying one of the following examples:

Attention: Please note that ODU does not require an AI statement in your syllabus, but it is highly recommended.

Option 1 -- Use of AI tools to generate content is prohibited:
In this course, the use of AI tools, such as ChatGPT and DALL●E 2, to generate content (including text, images, digital art, sound, video, and programming code) is strictly prohibited. You must complete all course assignments on your own or with your classmates. Using AI tools to create content for your assignments is a form of academic dishonesty and a violation of the University Honor Code.

Option 2 -- Partially allow AI-generated content with attribution:
In this course, you may use AI tools such as ChatGPT and DALL●E 2 to brainstorm ideas and create outlines. However, you may not include AI-generated content in your final submission without attribution. Using AI-generated content without giving proper attribution is a form of academic dishonesty and a violation of the University Honor Code.

Option 3 -- Allow AI-generated content with attribution:
In this course, you may use AI tools such as ChatGPT and DALL●E 2 to generate content for your assignments, provided that the content is accurate, unbiased, and appropriate for the assignment. To ensure academic integrity, you must (1) specify which AI tool you used, (2) use quotation marks or a different font color to distinguish AI-generated content, and (3) include citations to the AI tool sources in your references. Failure to properly cite AI-generated content is a form of academic dishonesty and a violation of the University Honor Code.

- Digitize forms (1 group identified)
    - This will be improved through our new Director of Financial Operations

- Offer cross-college networking opportunities to promote interdisciplinary research collaboration (1 group identified)
  - The new Director of the DCEPS Research Support Office and AD Katsioloudis have plans to address through various events in the upcoming academic year.
- Maintain appropriate class sizes (1 group identified)
  - Last year, when scheduling changes were initiated, Chairs worked with UPDs/GPDs to submit justifications of class sizes to me. I requested these to use if advocacy to maintain class sizes is needed. I haven't had to use the data as of yet, but I am prepared if the time comes.
- Update 1st floor tech lab (1 group identified)
  - Mike Ruffin, Director of Innovative Technology, will look into this. Needed replacements and improvements will be requested through ETF.
  - Ruffin will ensure computer updates are processed before the start of each semester.
- Provide data on projected enrollments for the next 5 years (1 group identified)
  - Enrollment projections are difficult to project in the current climate. However, the goal remains to continually work to maintain robust enrollment and growth.

Questions posed by faculty and staff:

- What is needed when someone retires/resigns to retain the line?
  - Chairs work with UPDs/GPDs to provide a justification to replace lines based on 5-year enrollment trends and specific program needs. They are encouraged to address headcount as well as FTEs since many of our programs offer general education courses, courses required by other majors, and/or electives taken by many students from outside of the major. They also include accreditation requirements for faculty to student ratios when relevant. I use this information to advocate for permission to fill the line from Academic Affairs.
- How are we aligning DCEPS goals with the University's goals
  - The new DCEPS Strategic Plan is directly aligned with the university's strategic plan. We are doing an exceptional job addressing the university's priorities regarding online and accelerated offerings, internships and field experiences for students, research and grant funding, community engagement, and AI.
- How do DEIA initiatives fit into new strategic plan
  - Please see the DCEPS Strategic Plan draft recently sent to you for feedback to see how DEIA is incorporated. (Thank you again for your feedback!)
- If grant funding is terminated, what is the university's position on supporting faculty to continue the research? How can we protect our graduate students?
  - Unfortunately, as grants get terminated, ODU and DCEPS can't provide replacement salaries to faculty. Please work with Associate Dean Katsioloudis to consider other funding sources to pursue.

- o Reimbursements through the terminated grant for funds already spent will be addressed through ODURF and the Office of Research if possible.
- o ODU will attempt to cover GA stipends and waivers for students who had already been funded by a grant that gets terminated. No new GAs can be hired from terminated grants.
  - ▪ Please be reminded to contact both ODURF and AD Katsioloudis if you receive a grant termination letter.
- If enrollment drops, will we have excess infrastructure and what will we do with it?
  - o As has always been the case, if enrollments drop significantly in programs and a faculty resigns or retires, a proposal to maintain the line must be submitted that includes enrollment trends over the last five years and other program needs. I review this proposal and discuss with the Provost. Ultimately, the Provost approves the replacement or not. Typically, if enrollments have decreased steadily over time, the line will not be approved for replacement.
  - o Because we are understaffed and many are currently overtasked, if enrollment drops across the college, I would advocate to maintain all administrative and staff positions to ensure we have appropriate levels of support in the college.