June 9, 2010

TO: Provost’s Council

FROM: Judith M. Bowman
Assistant Vice President for Undergraduate Studies

SUBJ: Provost’s Council Agenda for Tuesday, July 13

The Provost’s Council will meet on Tuesday, July 13 from 8:30-10:00 a.m. in the Board Room in Koch Hall. The following agenda items will be discussed.

1. Approval of the May 25 minutes (see attachment, p. 1-2)

2. Quality Enhancement Plan (see attachments, p. 3-6)
   Worth Pickering and Mona Danner

3. WEAVE (see attachment, p. 7)
   Worth Pickering

4. Documenting Faculty Credentials (see attachment, p. 8-10)
   Marty Sharpe and Sara Morris

5. Announcements –
   A. Provost’s Council Retreat to focus on advising, retention and student success —
      August 23 from 8:30 a.m.-5:00 p.m. at the Virginia Beach Aquarium
   B. Deadline for WEAVE reports for 2009-10 is August 1, 2010
   C. Certification of Faculty for Graduate Instruction – Deadline for publication of
      College policies and listing of individual faculty is October 31, 2010
The Provost’s Council met on Tuesday, July 13 from 8:30-10:00 a.m. in the Board Room in Koch Hall. Those present were Carol Simpson, Chair, Osman Akan, Nancy Bagranoff, Debbie Bauman, Andy Casiello, Mona Danner, Chandra de Silva, Dick Gregory, Linda Irwin-DeVitis, Brenda Lewis, Bill McMahon, Sara Morris, Ginny O’Herron, Mike Overstreet, Worth Pickering, Marty Sharpe, Deanne Shuman, Mary Swartz, and Gil Yochum. The following agenda items were discussed.

6. The May 25 minutes were approved.

7. Quality Enhancement Plan

Mona Danner and Worth Pickering discussed the development of the University’s Quality Enhancement Plan (QEP). As defined by SACS, the QEP describes a carefully designed course of action that addresses a well-defined and focused topic or issue related to enhancing student learning. It is a central feature of the SACS Reaffirmation and will be the focus of the on-site visit. The QEP must address student learning outcomes and include broad-based involvement of institutional constituencies in its development and implementation.

Dr. Danner informed Council members that the QEP committee has been formed and has begun its work. An informational campaign, including solicitation of ideas for the QEP, will take place in the fall, and the topic must be identified by the end of the fall semester. Examples of sample QEP topics were shared with Council members. Information literacy was suggested as a possible topic for our QEP. It was also suggested that the Center for Learning Technologies be involved and that the QEP could help increase alumni involvement with the colleges.

Dr. Danner asked the Deans to include information about the QEP in their state of the college address and to encourage their faculty to submit proposals.

8. WEAVE

Worth Pickering presented an update on the data entry status for the 2009-10 Assessment Reports in WEAVEonline. Based on the data submitted to date, ODU is currently non-compliant with Comprehensive Standard 3.3.1: Institutional Effectiveness. Findings and Action Plans must be entered into WEAVEonline by August 1, 2010. Dr. Pickering noted that assessment team members are available during July to help faculty members with assessment data and WEAVEonline. Carol Simpson stressed the importance of completing the Assessment Reports by the deadline.
9. Documenting Faculty Credentials

Sara Morris, Dick Gregory and Marty Sharpe discussed issues for SACS Reaffirmation related to faculty credentials. The two data sources required for faculty credentials are the Faculty Activity System (FAS) and the paper copy of each faculty member’s credentials. All legitimate credentials must be posted in the FAS, and the paper copy for each faculty member should be stored in the Dean’s Office. Carol Simpson stated that the paper files must be complete by October 1 and asked the Deans to convey this information to department chairs. After October 1, representatives from Institutional Research will conduct unannounced audits of the paper files in Deans’ offices.

Any faculty member with a foreign degree as a teaching credential might find it difficult or impossible to provide an official transcript. In these cases, there should be an original official document from the awarding institution verifying that the degree was conferred and identifying the area of study.

Occasionally, a faculty member whose credentials do not fit the criteria can be allowed to teach a course based on publications, licenses, grants, and/or work experience. In these cases, the Dean’s Office file needs a letter from the department chair or Dean to justify the exceptional credentials, and the FAS needs to include the relevant reason(s). A copy of the justification letter should be sent to Marty Sharpe.

Dr. Morris reminded the Deans that an instructor who teaches a 400/500-level course needs a terminal degree because 500-level courses are graduate courses.

Dr. Morris and Dr. Gregory will be sending a list of adjuncts/part-time faculty members who do not appear to have appropriate faculty credentials to each department chair or scheduling unit. These questions must be cleared up before adjuncts/part-time faculty members begin teaching in the fall. Examples of adjunct/part-time faculty credentials from the spring 2010 semester that are not clear cut as far as compliance with SACS guidelines were included with the agenda materials.

The target year for the data on faculty credentials is 2010-11. Carol Simpson emphasized the importance of meeting the fundamental requirements for faculty credentials.

10. Announcements

D. Carol Simpson asked the Deans to focus on diversity in faculty hiring in the coming year.

E. Carol Simpson asked the Deans to submit the plans for their college’s portion of the GTAI Institute by the next Provost’s Council meeting on July 27. The University program will be held on August 26, and the college program can be held either before or after the 26th.

F. Carol Simpson announced that a notice on IDC returns will be coming from the Office of Research. The proposal at this time is to change the percentage of the IDC returns to the following: 20% to the Dean, 25% to the department, and 20% to the PI.
G. The Provost’s Council Retreat, which will focus on advising, retention and student success, will be held on August 23 from 8:30 a.m.-5:00 p.m. at the Virginia Beach Aquarium.

H. The deadline for WEAVE reports for 2009-10 is August 1, 2010.

I. The deadline for publication of College policies on certification of faculty for graduate instruction and the listing of individual faculty certified for graduate instruction is October 31, 2010.