September 10, 2010

TO: Provost’s Council

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

SUBJ: Provost’s Council Agenda for Tuesday, September 14

The Provost’s Council will meet on Tuesday, September 14 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 August 10 minutes (see attachment, p. 1-3)

2. Sea-Level Rise and Related Matters
   Larry Atkinson

3. Proposed Revisions to the Board of Visitors Policy on Student Rights and Freedoms (see attachment, p. 4-9)

4. Sexual Assault Free Environment (SAFE) Updates – 9:00 a.m.
   Joanne Bautti-Roche, Women’s Center

5. Preliminary Report on GPD Course Releases/Stipends (see attachments, p. 10-16)
   Chandra de Silva

6. Announcements
   A. Adjunct Faculty Handbook – Connie Merriman will lead the effort to make updates to the Handbook and will be contacting the academic colleges and several non-academic units on campus for their updated information.
   B. Reminder: The revision to the Policy, Procedures and Timeline for Responding to Allegations of Misconduct in Scientific Research and Scholarly Activity (http://www.odu.edu/ao/bov/manual/pdfs/1426.pdf) clarifies where alleged conduct is to be reported and notes that the RIO can serve as an informal advisor to members of the campus community on issues such as what constitutes misconduct.
   C. Nina Brown has volunteered to help revise the Faculty Handbook to eliminate duplicate or resolve contradictory policy statements.
   D. Reminder: Submit faculty assignments for fall 2010 in Banner as well as instructional method and delivery mode
   E. 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, September 14, 2010 from 8:30-10:00 a.m. in the Board Room in Koch Hall. Those present were Carol Simpson (Chair), Larry Atkinson, Joann Bautti-Roche, Oktay Baysal, Andy Casiello, Chandra de Silva, Linda Irwin-DeVitis, Brenda Lewis, David Metzger, Sara Morris, Ginny O’Herron, Chris Platsoucas, Marty Sharpe, Deanne Shuman, Charles Wilson, and Gil Yochum.

1. The August 10 minutes were approved.

2. Sea-Level Rise and Related Matters

Larry Atkinson, Slover Professor of Oceanography, was asked by President Broderick to scope out the role of the University in the region’s response to climate change and sea-level rise. He presented an interim report and discussed efforts to increase ODU’s visibility in providing solutions to these issues. He has interviewed a cross section of the University community, local and regional stakeholders, and state and federal agency representatives. There is potential for research and educational opportunities for faculty and students.

Dr. Atkinson asked for comments from Council members and expressed his willingness to come to the Deans’ meetings with Department Chairs. Carol Simpson asked the Deans to discuss the report on climate change and sea-level rise with Department Chairs and to contact Dr. Atkinson with any activities in the Colleges that might be connected. Andy Casiello will contact Dr. Atkinson about the possibility of using technology for the discussion of these issues.

3. Proposed Revisions to the Board of Visitors Policy on Student Rights and Freedoms

Council members discussed revisions proposed by Student Affairs to the Board of Visitors Policy on Student Rights and Freedoms. Several comments and suggestions for revision were made. Judy Bowman will revise the policy to reflect the Council’s suggestions, and the revisions will be returned to Don Stansberry, Interim Dean of Students. Carol Simpson noted that the proposal will also need to be reviewed by the Faculty Senate.

4. Sexual Assault Free Environment (SAFE) Updates

Joanne Bautti-Roche, Assistant Director and SAFE Coordinator in the Women’s Center, distributed a packet of materials about the Sexual Assault Free Environment (SAFE) program. The purpose of the program is to educate the ODU community on issues of relationship and sexual violence, provide advocacy and support for survivors, and empower everyone on campus to recognize and stop abuse and sexual assault. Ms. Bautti-Roche is available to come to the Deans’ meetings with Department Chairs. Carol Simpson asked the Deans to distribute a packet of the materials about the SAFE program to their Department Chairs.
5. Preliminary Report on GPD Course Releases/Stipends (see attachments, p. 10-16)

Chandra de Silva presented a preliminary report on GPD course releases/stipends. The Deans received an updated report on the release time and stipends for their GPDs. Suggestions from the report are as follows:

- Stipends (if provided) should be alternatives to course releases, not in addition to course releases.
- Course releases should be 3 credit hours per year if the annual FTEs are below 20 and a maximum of 6 per year if the total FTEs are higher. Release time should be replaced by a small stipend when the annual FTE falls under 10.
- Chairs functioning as GPDs might be offered a stipend instead of a course release.

The Deans were supportive of the suggestions in the report. Carol Simpson asked the Deans to take the proposal to their Colleges to obtain feedback from department chairs and faculty. Dr. de Silva will send an updated policy proposal to all Deans. He will also add information about summer stipends for GPDs to the report.

6. Announcements

A. Marty Sharpe reminded the Deans that the deadline to load all full-time faculty in the Faculty Activity System is September 15.

B. Connie Merriman will lead the effort to make updates to the Adjunct Faculty Handbook and will be contacting the academic colleges and several non-academic units on campus for their updated information.

C. Council members were reminded that the revision to the Policy, Procedures and Timeline for Responding to Allegations of Misconduct in Scientific Research and Scholarly Activity clarifies where alleged conduct is to be reported and notes that the RIO can serve as an informal advisor to members of the campus community on issues such as what constitutes misconduct. Tom Isenhour serves as the RIO.

D. Nina Brown has volunteered to help revise the Faculty Handbook to eliminate duplicate or resolve contradictory policy statements.

E. The Deans were reminded to submit faculty assignments for fall 2010 in Banner as well as instructional method and delivery mode.

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