August 24, 2012

TO: Provost’s Council

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

SUBJ: Provost’s Council Agenda for Tuesday, August 28, 2012

The Provost’s Council will meet on Tuesday, August 28 from 8:30-10:00 a.m. in the Board Room in Koch Hall. The following agenda items will be discussed.

1. Approval of Minutes from the Provost’s Council Retreat on August 7, 2012 (see attachment, p. 1-4)

2. Approval of the August 14, 2012 Minutes (see attachment, p. 5-6)

3. Changes in Research Compliance (see attachment, p. 7-9)
   Adam Rubenstein

4. Follow up on Discussion from the Provost’s Council Retreat
   Chandra de Silva

5. Proposed New Policy on Outside Employment for Administrative and Professional Faculty (see attachment, p. 10)

6. Announcements
   A. New Structure for the Learning Commons/Student Success Governance Team–Ginny O’Herron
   B. AAC&U Publication on “Making the Academy Inclusive of Women of Color Faculty (can be found at http://www.aacu.org/ocww/index.cfm)
   C. Technology Showcase and Open House at Peninsula Higher Education Center-Thursday, September 27
The Provost’s Council met on Tuesday, August 28 from 8:30-10:00 a.m. in the Board Room in Koch Hall. Those present were Carol Simpson (Chair), Oktay Baysal, Andy Casiello, Chandra de Silva, Sharon Judge, Brenda Lewis, David Metzger, Shelley Mishoe, Ginny O’Herron, Renee Olander, Chris Platsoucas, Adam Rubenstein, Charles Wilson, and Gil Yochum. The following agenda items were discussed.

1. The minutes from the Provost’s Council Retreat on August 7, 2012 were approved.

2. The August 14, 2012 minutes were approved.

3. Changes in Research Compliance

   Adam Rubenstein informed Council members of updates and changes in five areas related to research compliance.

   a. The Institutional Review Board (IRB) voted to expand the use of expedited review categories to include those in the Federal regulations. Studies approved through an expedited process are considered to be minimal risk. The IRB hopes to begin using these expedited categories in October.

   b. There has been an expansion of oversight responsibilities for the Institutional Biosafety Committee (IBC). The IBC feels oversight of BSL-1 and BSL-2 agents is warranted. Survey results from faculty in Sciences, Engineering and Technology, and Health Sciences are being used to revise IBC policies and plan for educational outreach.

   c. The program description for the accreditation of the animal program has been submitted to the Association for the Assessment and Accreditation of Laboratory Animal Care (AAALAC). Preparations are being made for a site visit in the fall. While accreditation is voluntary, it speaks to the quality of the animal research program and is viewed favorably by funding agencies.

   d. The Research Conflict of Interests (COI) policy was approved recently. An overhaul of the policy was necessary due to changes in Federal regulations. The purpose of the regulatory changes was to address the increasing complexity of interactions between government, research institutions, and the private sector. The policy now requires all individuals involved in research activities to submit disclosure forms to department chairs upon appointment and annually thereafter (April 15 deadline). Faculty will be required to complete COI training every four years.

   e. An update to the Export Control policy is underway and will be submitted to the Policy Review Committee within the next month. The most substantive changes are the formalizing of an Export Control Officer and the creation of a Technology Control Plan template.
Adam Rubenstein is interested in meeting with departments and colleges on these changes. He asked the deans to let him know of groups that might benefit from direct outreach.

4. Follow up on Discussion from the Provost’s Council Retreat

Chandra de Silva asked the deans to review the summary of the discussion at the retreat as contained in the retreat minutes to see what steps could be taken. This issue will be discussed in more detail at the next meeting.

5. Proposed New Policy on Outside Employment for Administrative and Professional Faculty

Council members reviewed the proposed new policy on Outside Employment for Administrative and Professional Faculty. The policy was developed by Human Resources and incorporates current practice. The Council approved the policy with an editorial revision. The next step is review by the Vice Presidents.

6. Proposed Revision to the Policy on Faculty Teaching Load

Council members discussed the proposed revision to the policy on Faculty Teaching Load. The revision is intended to clarify the approval process when faculty request to carry a teaching load beyond the standard load per academic year. The deans asked for additional discussion of this issue at the next meeting.

7. Announcements

D. Ginny O’Herron announced a new structure that has been developed for the Learning Commons. The new structure, which is the Learning Commons and Student Success Center Governance Team, will assist with policy development, oversight of Learning Commons programs, and engage the colleges and other campus units in aligning programs and services to both college and University student success initiatives. In addition to the new governance team, five teams have been designed to reflect aspects of the new structure. Department chairs, associate deans and deans will be contacted for recommendations of faculty representatives to the appropriate teams.

E. The AAC&U Publication on “Making the Academy Inclusive of Women of Color Faculty” can be found at http://www.aacu.org/ocww/index.cfm.

F. The Technology Showcase and Open House at the Peninsula Higher Education Center will be held on Thursday, September 27.

G. Chandra de Silva announced that Joanne Moody will present on inclusiveness on September 21 and 22. The deans and one of their associate deans will be invited to a dinner with her on one of these days.