February 20, 2015

TO: Provost’s Council
FROM: Judith M. Bowman
        Assistant Vice President for Undergraduate Studies
SUBJ: Provost’s Council Agenda for Tuesday, February 24, 2015

The Provost’s Council will meet on Tuesday, February 24 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 January 27 minutes (see attachment, p. 1-3)

2. 85 Hours of Giving Program
   Alonzo Brandon

3. Proposed Changes to the Policy on Final Examinations (see attachment, p. 4-5)

4. Proposed Revisions to the Policy on Graduate Credit for Old Dominion University Undergraduates (see attachment, p. 6-7)

5. Proposed Revisions to the Policy on Enrollment Requirements for Graduate Students (see attachment, p. 8-10)

6. Proposed Revisions to the Policy on Normal Course Load for Graduate Students (see attachment, p. 11-13)

7. Proposed Revisions to the Graduate Form on Change of Status (see attachment, p. 14-16)

8. Update on Changes and Future Plans for University Libraries
   George Fowler

9. Review of Grade Differentials (from data pulled for courses with a high percentage of A and B grades)

10. Announcements
   A. Additional lighting will be placed around campus, and there is a plan to convert existing campus to LED in order to provide even more light. Please let Facilities Management know if there are any dark corners that could use additional lighting.
   B. During Spring Break, the small parking lot off 49th Street west of Elkhorn will be taken off-line in preparation for the new free-standing Dining Hall.
PROVOST’S COUNCIL
February 24, 2015
Minutes

The Provost’s Council met on Tuesday, February 27, 2015 from 8:30-10:00 a.m. in the Board Room in Koch Hall. Those present were Carol Simpson (Chair), Vinod Agarwal, Oktay Baysal, Alonzo Brandon, Jane Bray, John Costanzo, Chandra de Silva, George Fowler, Dan Genard, Heather Huling, Shelley Mishoe, Priya Panikkar, Brian Payne, Chris Platsoucas, Jim Shaeffer, Charles Wilson and Robert Wojtowicz. The following agenda items were discussed.

1. The January 27 minutes were approved.

2. 85 Hours of Giving Program

   Alonzo Brandon, Dan Genard and Priya Panikkar provided information on the upcoming campaign on 85 Hours of Giving. The campaign is part of the University’s 85th anniversary celebration and will be held on September 8-10. The colleges, higher education centers and library will be identified as priorities for giving along with other areas of the University. Matching funds will be provided, and the colleges and other units can compete for these funds based on participation and total amount raised. Staff members from the Development Office will meet with each of the colleges and departments involved to develop strategies for the campaign.

3. Proposed Changes to the Policy on Final Examinations

   Council members discussed proposed changes to the policy on Final Examinations. The policy needs to be updated as it relates to exams for distance learning courses.

   In Fall 2014, Distance Learning transitioned all televised courses into a web-conferencing format. This allows any student, anywhere, to take courses via distance learning. In the past, VCCS and USA site locations primarily served as instructional facilities for televised coursework. Moving forward, the student support model with these locations for testing may be reduced because of the decreased classroom space. As a result, distance learning students will be proctored by partner testing centers and third party proctors. These individuals rarely have evening or weekend hours of operation, which is when many of the tests occur. In addition, more students outside of Virginia will struggle to find proctoring during specific exam times when taking the time zone difference into account. By allowing students a broader window of time, they are able to coordinate their testing needs based on time zone, proctoring availability, and work/family schedules.

   The proposed changes will be forwarded to the Faculty Senate.

4. Proposed Revisions to the Policy on Graduate Credit for Old Dominion University Undergraduates

   Robert Wojtowicz described the proposed revisions to the policy on Graduate Credit for Old Dominion University Undergraduates. The current policy does not acknowledge that SACS requires a minimum of 120 hours for a bachelor’s degree, 30 hours for a master’s
degree, and 78 hours for a doctoral degree. The revision makes this explicit, while removing all references to “accelerated” and substituting the word “linked.” Graduate and undergraduate credit may be double counted only for those programs that exceed the minimum credit hours. The proposed changes will be forwarded to the Faculty Senate.

5. Proposed Revisions to the Policy on Enrollment Requirements for Graduate Students

Robert Wojtowicz described the proposed revisions to the Policy on Enrollment Requirements for Graduate Students. The revision involves a subsection of the Financial Aid page of the Graduate Catalog and clarifies some of the introductory language as well as the enrollment requirements for Graduate Assistants based on their funding source. The current policy lacks specificity about the individual funding sources for Graduate Assistants, some of which require different hours at the time of registration. The revision makes this explicit. It also includes language that warns master’s students who hold assistantships and who drop below nine hours in their final semester of study that they are not considered full-time for financial aid purposes.

The Deans suggested several revisions. Dr. Wojtowicz will revise the policy to reflect the proposed changes for discussion at the next meeting.

Shelley Mishoe asked for graduate enrollment reports to be broken down by students who pay tuition and students whose tuition is paid by the college. Vinod Agarwal asked that the enrollment reports reflect master’s students separately from doctoral students.

6. Proposed Revisions to the Policy on Normal Course Load for Graduate Students

Robert Wojtowicz described the proposed revisions to the policy on Normal Course Load for Graduate Students. This is a revision to an existing graduate policy on normal course load requirements. The new version clarifies and reorganizes the introductory language, while adding language drawn verbatim from the related policy on enrollment requirements for graduate assistants. The revision is necessary to bring this policy into alignment with the proposed revision to the policy on enrollment requirements for graduate assistants.

The deans felt the duplicative language was not necessary. Dr. Wojtowicz will revise the policy to remove the duplicative language concerning the enrollment requirements for graduate assistantships and replace it with a cross-reference.

7. Proposed Revisions to the Graduate Form on Change of Status

Dr. Wojtowicz described the proposed revisions to the graduate form on Change of Status. The form has been revised to remove unnecessary check boxes (provisional to regular; provisional to non-degree; master’s, doctoral, and Ed.S. to non-degree; etc.) and to add some needed check boxes (master’s non-thesis to thesis option; separation from graduate program; conferral of master’s degree; etc.).

8. Update on Changes and Future Plans for University Libraries
George Fowler provided an update on changes and future plans for the University Libraries. Future plans and strategic goals include the following.

- Organizational structure and programs
- Focused-collections collection development policy
- Student success through sustainable instruction and information literacy, social media, and evaluating consolidating service points
- Supporting the full life-cycle of research and scholarly exchange
- Master space plan
- (Re)Establishing relationships with departments, centers and other immediate University agencies
- Funding opportunities – through Friends of the Libraries, Development and Alumni

Mr. Fowler also discussed changes in the following areas.

- Staffing
- 363-day/year operations, including 24/5 during fall and spring semesters and operations while the University is closed
- Materials budget allocation and faculty engagement
- Increase support for research, while maintaining high support for teaching and learning
- More community engagement on needs/wants/priorities
- Engagement with the Chrysler Library
- Re-invigorating Special Collections and emphasizing University Archives

9. Review of Grade Differentials (from data pulled for courses with a high percentage of A and B grades)

This issue was deferred until the next meeting.

10. Announcements

A. Carol Simpson asked the Deans to make faculty aware that additional lighting will be placed around campus, and there is a plan to convert existing campus lighting to LED in order to provide even more light. Facilities Management should be informed if there are any dark corners that could use additional lighting.

B. Carol Simpson noted that during Spring Break, the small parking lot off 49th Street west of Elkhorn will be taken off-line in preparation for the new free-standing Dining Hall.