February 18, 2016

TO: Provost’s Council

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

SUBJ: Provost’s Council Agenda for Tuesday, February 23, 2016

The Provost’s Council will meet on Tuesday, February 23 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 February 9 minutes (see attachment, p. 1-3)

2. Additional Review of Faculty Senate Issue 2015/16-5, Notification to Review Committee for Approval (see attachment, p. 4)

3. Proposed Revisions to Promotion and Tenure Data File Contents (see attachment, p. 5)

4. Proposed Revisions to the Policy on Graduate Assistantships Section on Categories of Graduate Assistants (see attachment, p. 6-7)

5. Proposed Revisions to the Policy on Graduate Assistantships Section on Appointment Workload (see attachment, p. 8)

6. Proposed Revisions to the Policy on Re-Validation of Out-of-Date Graduate Credit (see attachment, p. 9)

7. Proposed Revisions to the Graduate Policy on Dissertation Committee (see attachment, p. 10)

8. Proposed Revisions to the Graduate Policy on Thesis Committee (see attachment, p. 11)

9. Proposed Revisions to the Graduate Policy on Course-Load Distribution (see attachment, p. 12)

10. Proposed Revisions to the Policy on Graduate Course Numbering (see attachment, p. 13-14)

11. Announcements
The Provost’s Council met on Tuesday, February 23 from 8:30-10:00 a.m. in the Board Room in Koch Hall. Those present were Chandra de Silva (Chair), Oktay Baysal, Andy Casiello, Gail Dickinson, Jim Duffy, George Fowler, Dale Miller, Shelley Mishoe, Brian Payne, Chris Platsoucas, Jim Shaeffer, Jeff Tanner, Charles Wilson, and Robert Wojtowicz. The following agenda items were discussed.

1. The February 9 minutes were approved.

2. Additional Review of Faculty Senate Issue 2015/16-5, Notification to Review Committee for Approval

Chandra de Silva asked for additional discussion of the recommendation from the Faculty Senate to amend the Schedules for Faculty Personnel Actions as contained in the Faculty Handbook. Language was added to the relevant schedules to make the chair of the department/school of the faculty member under consideration the primary responsible party to post material on a secure server and to inform all relevant promotion and tenure committees. Council members agreed with the recommendation with one editorial revision, which is to change secure site to secure location because “server” may not be the term used in the future.

Dr. de Silva expressed a concern that the recommended language could result in the posting of the material on multiple sites and suggested the following revision.

The chair initiates the process, collects the materials, and submits the materials to the Office of Academic Affairs for posting on a secure site accessible to Department and College Promotion and Tenure Committees and informs chairs of both committees of the location of the material and the timeline for the review.

Council members agreed with the revision, which will be returned to the Senate for additional review.

3. Proposed Revisions to Promotion and Tenure Data File Contents

Dale Miller discussed proposed revisions to the document that describes the contents of the promotion and tenure review data file submitted by candidates for promotion and tenure. Some of the revisions are needed to bring the document up to date, such as replacing student evaluations with student opinion surveys. Additional details have been added to make explicit what candidates need to put together for the promotion and tenure review.

The Deans suggested several revisions. Dr. Miller will incorporate the revisions and send the most current document to the Deans for any further comments. The Office of Academic Affairs will begin using the document once it is finalized,
4. Proposed Revisions to the Policy on Graduate Assistantships Section on Categories of Graduate Assistants

Robert Wojtowicz discussed a proposed revision to the policy on Graduate Assistantships related to categories of graduate assistants. The revision was approved previously by the Graduate Administrators Council. Language has been added to clarify the role of the Graduate Administrative Assistant. Council members approved the proposed revision, which will be forwarded to the Faculty Senate for review.

5. Proposed Revisions to the Policy on Graduate Assistantships Section on Appointment Workload

Robert Wojtowicz discussed proposed revisions to the section of the policy on Graduate Assistantships related to Appointment Workload. The revisions were approved previously by the Graduate Administrators Council and are intended to bring relative uniformity to graduate appointments and the length of appointments.

The title of the section has been revised to include duration of the appointment. Language has been added to specify that positions that are split funded are to be divided evenly between teaching (up to 10 hours per week) and research (up to 10 hours per week). Details have been added specifying the start and end dates of appointments as well as language to accommodate periods that do not conform to a standard semester or session. Finally, information has been added that a graduate assistant may be expected to work during the scheduled fall, winter and spring breaks. Council members approved the proposed revisions, which will be forwarded to the Faculty Senate for review.

6. Proposed Revisions to the Policy on Re-Validation of Out-of-Date Graduate Credit

Robert Wojtowicz discussed proposed revisions to the policy on Re-Validation of Out-of-Date Graduate Credit. The revisions were approved previously by the Graduate Administrators Council and would require additional permission to re-validate courses older than 10 years. Council members felt the additional permission is needed to ensure the content is current enough to warrant re-validation. Council members approved the proposed revisions, which will be forwarded to the Faculty Senate for review.

7. Proposed Revisions to the Graduate Policy on Dissertation Committee

Robert Wojtowicz discussed proposed revisions to the policy on Dissertation Committee. The revisions were approved previously by the Graduate Administrators Council. One of the changes would allow faculty who hold adjunct appointments in connection with their research positions at affiliated institutions that are specifically designated by memoranda of understanding, such as the Jefferson Laboratory, to serve as committee chair. Also, external, adjunct, and/or emeriti faculty would be eligible to serve as committee co-chair. This is necessary at times, such as when faculty retire before the work of the Dissertation Committee is complete. Council members suggested a revision to the statement on faculty in research positions at affiliated institutions. Council members approved the proposed revisions as amended, which will be forwarded to the Faculty Senate for review.
8. Proposed Revisions to the Graduate Policy on Thesis Committee

Robert Wojtowicz discussed proposed revisions to the policy on Thesis Committee. The revisions were approved previously by the Graduate Administrators Council and parallel the changes proposed to the policy on Dissertation Committee. In addition, the title has been changed from Thesis Advisory Committee to Thesis Committee. Council members approved the proposed revisions, which will be forwarded to the Faculty Senate for review.

9. Proposed Revisions to the Graduate Policy on Course-Load Distribution

Robert Wojtowicz discussed proposed revisions to the policy on Course-Load Distribution. The revisions were approved previously by the Graduate Administrators Council and are intended to make the course-load distribution requirements clear for master’s, education specialist and doctoral degrees. In addition, the process for exceptions has been added to the policy. Council members approved the proposed revisions, which will be forwarded to the Faculty Senate for review.

10. Proposed Revisions to the Policy on Graduate Course Numbering

Robert Wojtowicz discussed proposed revisions to the policy on Graduate Course Numbering. The revisions were approved previously by the Graduate Administrators Council. The majority of the proposed changes were approved by the Provost’s Council in November 2015. The recent revisions include the addition of the education specialist degree and the removal of the paragraph describing course-load distribution. Council members agreed it was better to have information on course-load distribution in one policy rather than two; thus it has been removed from the Graduate Course Numbering policy and appears in the policy on Course-Load Distribution. Council members approved the proposed revisions, which will be forwarded to the Faculty Senate for review.

11. Announcements

A. Chandra de Silva provided information on the budget request that will be made by Academic Affairs.