March 23, 2017

TO: Provost’s Council

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

SUBJ: Provost’s Council Agenda for Tuesday, March 28, 2017

The Provost’s Council will meet on Tuesday, March 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 the February 28 minutes (see attachment, p. 1-3)

2. Faculty Senate Issue 2016/17-12, Proposed Revisions to the Policy on Normal Course Load for Undergraduate Students (see attachment, p. 4-6)

3. Faculty Senate Issue 2015/16-33, Policy of Evaluation of Teaching – continue discussion from the February 28 meeting (see attachment, p. 7-13)

4. Policy on Tenure Track Conversions

5. Announcements
   A. Broderick Commons Guidelines
   B. Soliciting External Reviewers
The Provost’s Council met on Tuesday, March 28 from 8:30-10:00 a.m. in the Board Room in Koch Hall. Those present were Austin Agho (Chair), Stephanie Adams, Richardean Benjamin, Jane Bray, David Burdige, Andy Casiello, Deri Draper, George Fowler, Janet Katz, Dale Miller, Renee Olander, Chris Platsoucas, Brian Payne, Jim Shaeffer, Jeff Tanner, Charles Wilson, and Robert Wojtowicz. The following agenda items were discussed.

1. The February 28 minutes were approved.

2. Faculty Senate Issue 2016/17-12, Proposed Revisions to the Policy on Normal Course Load for Undergraduate Students

Council members discussed the recommendation from the Faculty Senate for revisions to the policy on Normal Course Load for Undergraduate Students. The revisions were proposed to address the maximum enrollment for Maymester and winter term, two new sessions that have been added to the academic calendar recently. Information was also added to the policy to reflect that winter term is part of the spring semester and Maymester is part of the summer term.

The Faculty Senate proposed an additional revision that credits earned during winter or Maymester will not count against the semester’s credit caps. This statement is accurate for Maymester because it overlaps the summer session, but it is not accurate for winter term because winter term does not overlap the spring semester. David Burdige will share this information with the Senate Executive Committee and confirm that they are comfortable changing the additional statement to reflect that credits earned during winter term will not count against the spring semester’s credit cap. The proposed revisions will then be sent to President Broderick for approval.

3. Faculty Senate Issue 2015/16-33, Policy of Evaluation of Teaching

Council members continued the discussion on the proposed changes to the policy on Evaluation of Teaching Effectiveness begun at the last meeting. The following comments were made.

- Jane Bray suggested a revision to section I.D. to state that all review committees must exercise great caution to ensure that student opinion surveys are not used as a means to make fine distinctions among faculty members.
- Several members expressed concern about the proposed revision that would require a 60% response rate in order to use the results to
evaluate teaching effectiveness. David Burdige stated that the 60% response rate was proposed so that the results would be statistically significant.

- Jeff Tanner suggested that we address why the system is not working. He also suggested that changes could be made to make it easier for students to respond to the student opinion surveys.
- David Burdige suggested that we look at what other institutions are doing to increase student response rates.
- Jane Bray recommended that we look at the research on student evaluations.

Austin Agho suggested the formation of a small working group with representatives from the Deans, Faculty Senate and Student Government Association to review the policy and the proposed changes. Council members concurred with the formation of the working group. Dr. Agho will work with Dr. Burdige to form the group.

4. Policy on Tenure Track Conversions

Austin Agho presented proposed changes to the Policy on Conversion of a Non-Tenure-Eligible Position to Tenure-Eligible and Appointment to the Rank of Assistant Professor. The revisions would add language to strengthen the policy. Specifically, the Dean’s recommendation for conversion would need to be based on (i) demonstrated need for an additional tenure-track faculty position in the department, (ii) a strong justification for conversion instead of conducting a national search to fill the position, (iii) reviews of all faculty who are eligible for conversion in the college, and (iv) ability to reallocate college base budget to support the position.

Council members asked about salary issues related to research faculty and what would happen if the money for the research position was no longer available. David Burdige stated that the policy is under review at the Faculty Senate, and they are looking at whether the conversion could result in appointment as an associate professor or full professor. He will send the Senate’s proposal to Dr. Agho, who will try to merge both proposals for review at an upcoming Provost’s Council meeting.

5. Announcements

A. Guidelines and procedures for use of meeting facilities on the second floor of the Kate and John R. Broderick Dining Commons were included with the agenda.

B. Charles Wilson reminded the Deans that now is the time for department promotion and tenure committees and faculty who will come up for tenure next year to create lists of potential external reviewers.
C. Austin Agho reported that he contacted the Office of University Communications to discuss how to acknowledge the achievements of faculty. Their preference is to continue to use InsideODU for this purpose. They also offered to resurrect the Profacts link on InsideODU, which would enable faculty and others to submit items, and asked for help from Academic Affairs to gather the information. George Fowler volunteered the assistance of the Library in gathering the information.

D. Austin Agho provided an update on the budget. The elimination of five positions and savings from five positions will be used to meet the Academic Affairs’ portion of the budget cuts, which is $700,000. Going forward, Deans will be asked for additional information and justification when they request a search to fill a position.

E. Austin Agho will share data on productivity by credit hour by faculty with the Deans. The research piece of the productivity data is not complete yet.