The Provost’s Council met on Tuesday, February 27 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, Gail Dodge, George Fowler, David Metzger, Renee Olander, Brian Payne, Kent Sandstrom, Jim Shaeffer, Jeff Tanner, Robert Wojtowicz, and Wie Yusuf. Attending as guests were Caitlyn Chandler, Robin Matross Helms, Ross Lewin, and Paulo Zagalo-Melo. The following agenda items were discussed.

1. The November 28 minutes were approved.

2. ACE Internationalization Laboratory

Robert Wojtowicz and external reviewers Robin Matross Helms, Director of the Center for Internationalization and Global Engagement at the American Council on Education, Ross Lewin, Associate Vice President for International Affairs at the University of Maryland, and Paulo Zagalo-Melo, Associate Provost, Haenicke Institute for Global Education at Western Michigan University met with Council members to discuss the ACE Internationalization Laboratory and the work of the task force on internationalization. They asked for input on international activities and any changes that have taken place in the last 18 months. Council members noted the following.

- The English Language Center has experienced difficulty with declining enrollments; the unit is putting courses online.
- Distance Learning is looking at processes that would enable the University to grow international enrollment in the next 5-10 years.
- There is concern about how we support international graduate students.
- Arts and Letters has a strong program in international studies but there are difficulties with the political climate. The college is involved in globalization of the curriculum.

The external reviewers encouraged more conversation on priorities and reasons to internationalize the curriculum.

The Self-Study Report prepared by the task force recommends the following.

- Review and refine international organization and structure, to include defining a Senior International Officer (SIO) as the point of contact for all international initiatives and revamping the international website.
- Collect and analyze data on international initiatives.
- Evaluate institutional partnerships.
- Strengthen and promote international curriculum and co-curriculum.
- Expand international opportunities for students.
- Grow international opportunities/incentives for faculty.
The next steps are as follows.

- Use the Self-Study Report to develop a Strategic Plan.
- Form an international council to implement the Strategic Plan.
- Form a group to work on strengthening the curriculum as it pertains to internationalization.
- Hire the Director of International Programs/SIO.

3. Transfer Student Marketing Plan

Renee Olander and Caitlin Chandler presented the Transfer Student Marketing Plan. The goal of the plan is to identify how Old Dominion University can better communicate messages about articulation agreements, transfer partnerships, and ongoing transfer efforts to better target and convert prospective transfer students. The plan includes the following information.

- Situational analysis with ODU and transfer student data
- Internal analysis to identify what we are already doing
- Competitive analysis to identify what our competitors are doing
- Targeting and messaging to identify target audiences, key messages, and key times for communication
- Recommendations
  - Update and streamline ODU’s transfer webpages
  - Increase assets promoting transfers
  - Create and promote transfer centers
  - Create and implement a paid advertising plan

Ms. Chandler and Ms. Olander asked Council members to share the information with chairs and directors, particularly the information on targeting and messaging. Ms. Chandler and her team will be glad to meet with individual units as needed.

A Transfer Pathways Partnership Summit with community college leaders, college advisors, faculty and staff will be held on June 8. Faculty will be invited to attend.

4. Faculty Senate Issue AY17-02-B1, New Policy on Chief Departmental Advisor

Council members discussed and approved the recommendation from the Faculty Senate for a new policy on Chief Departmental Advisor. The policy originated in the Provost’s Council and was subsequently approved by the Senate with some modifications. Such a policy is needed so that information on appointment, duties and responsibilities, release time and compensation, and evaluation and performance is available to all chief departmental advisors and those who supervise them. The recommendation will be forwarded to President Broderick for approval.
5. Managing Specialized Accreditation Plans

So that the Office of Institutional Effectiveness and Assessment can help support programs with specialized accreditation requirements and maintain compliance with SACSCOC standards, Tisha Paredes asked that a plan for specialized accreditation submissions be submitted to the office at least 18 months prior to the self-study due date. Programs should provide a timeline of activities and/or events that will occur leading up to the self-study due date. In addition, the Office of Institutional Effectiveness and Assessment should receive a draft copy of the self-study report six-eight weeks prior to the final submission date for review and feedback.

6. Faculty Senate Issue AY17-10-E3, Proposed Changes to the Policy on Evaluation of Teaching Effectiveness

Discussion of this issue will continue at the next meeting.

7. Proposed Changes to the Schedule for Faculty Seeking Tenure and the Schedule for Faculty Seeking Tenure Mid-Year

This issue will be discussed at the next meeting.

8. Proposed Changes to the Schedule for Faculty Seeking Promotion in Rank (see attachment, p. 45-46)

This issue will be discussed at the next meeting.

9. Proposed Changes to the Schedule of Reappointment/Nonreappointment of Nontenured Faculty Members and Faculty of Practice in the First Year of Service and Lecturers, Senior Lecturers and Master Lecturers in their First Year of Employment and the Schedule for Mid-Year Appointees

This issue will be discussed at the next meeting.

10. Schedule of Reappointment/Nonreappointment of Lecturers, Senior Lecturers and Master Lecturers

This issue will be discussed at the next meeting.