

**Program Prioritization Initiative  
Meeting Summary  
November 20, 2020**

Brian Payne welcomed the group to its fourth meeting and began the meeting by reviewing the goals of the initiative which include shaping the future of academic programming at Old Dominion University, identifying opportunities for future investments, and recommending potential areas for resource reallocation.

Payne provided general updates about the initiative. He indicated that the website has been updated with summaries and additional frequently asked questions added. He mentioned that a summary presentation was given to the deans who expressed support for the future-focused effort, especially since future careers and market demand are being included as part of the initiative.

Payne indicated that the survey has been distributed to department chairs/directors, deans, and unit leaders and that seventeen surveys had been completed. A few chairs asked for additional time given the many processes they have due on 12/1. Payne and Desh Ranjan scheduled the open forum for December 10. The invitation was set to go out on 11/20. They indicated that the beginning of the forum would be a discussion and the remainder would be listening to feedback and answering questions.

An overview of 67 certificate programs and 2018-2019 enrollments was provided. Seven certificates had 10 or more awards that year. Several certificates had zero awards. Trend data over five years for the certificates will be made available to the task force, along with more recent data. The task force discussed questions related to certificate cost, process for creating certificates, how certificates are marketed, rationale for creating certificates, why the faculty senate isn't involved in approving certificates, and accreditation.

The task force discussed academic administrative support programs in academic affairs. Payne noted that seven administrative unit leaders report to the provost: vice provost for academic affairs, vice provost for faculty affairs and strategic initiative, vice provost and dean of the graduate school, associate vice president for academic affairs, associate vice president for distance learning, associate vice president for higher education centers, and assistant vice president for strategic communication and marketing.

Information about each administrative support unit in academic affairs was provided along with the organizational charts for each unit. Units discussed included:

- Academic Affairs Administration
- Distance Learning
- Center for Faculty Development
- Office for Faculty Diversity and Retention
- Center for High Impact Practices
- Center for Advising Administration and Academic Partnerships
- Center for Global Engagement
- Honors College
- Graduate School

- Office of Institutional Effectiveness and Assessment
- School of Continuing Education

Budget information for each unit was provided. Unit directors for each unit were asked to provide one slide describing what their units do. The task force reviewed those slides.

Payne reminded the task force that its review of administrative support programs would likely result in prioritizing those programs as ones that should either be expanded, maintained, modified/combined, or eliminated/outsourced.

The meeting ended with a brief discussion about subcommittees that will focus on the different units in Academic Affairs. The task force members will be assigned to one of five subcommittees. The five subcommittees will include groups that gather and review information about the following units:

- Arts and Letters and Health Sciences
- Education and Professional Studies and Sciences
- Engineering and Technology and Business
- Administration 1: Distance Learning, Higher Education Centers, Units Reporting to Vice Provost for Faculty Affairs and Strategic Initiatives
- Administration 2: University Libraries, Graduate School, Center for High Impact Practices, Advising, Academic Affairs Administration, and Honors College

Task force members were asked to identify their committee preferences with the caveat that no task force member should serve on a subcommittee that includes their home department/unit.

Task force members were asked to review information they have been provided about the various programs and communicate with their subcommittee members.