



TO: Board of Visitors Governance Committee Members

Jerri F. Dickeski, Chair  
D. R. (Rick) Wyatt, Vice Chair  
P. Murry Pitts (*ex-officio*)  
Andrew Hodge (*ex-officio*)  
E.G. (Rudy) Middleton, III

FROM: Ashley Schumaker  
Chief of Staff and Executive Vice President for Strategic Operations

DATE: November 22, 2024

SUBJECT: December 6, 2024, Meeting Agenda

The Board of Visitors Governance Committee will meet on Friday, December 6, 2024, from 8:00-8:30 AM in the Board Room of the Kate and John R. Broderick Dining Commons.

The agenda and supporting materials are enclosed.

### AGENDA

- I. Call to Order
- II. Approval of Minutes of September 12, 2024, Governance Committee Meeting
- III. Action Items
  - A. Approval of 2025 Board Self-Assessment Survey
  - B. Proposed Revisions to Board of Visitors Policy 1106 – Public Comment on Undergraduate Tuition and Mandatory Fee Increases
  - C. Proposed Revisions to Board of Visitors Policy 1419 – Course Material Adoption Policy
- IV. Next Steps
- V. Special Recognition
- VI. Adjourn

**Overview - 2024 Board of Visitors Self-Assessment Survey**

**17 of 17 Submitted - 6 Categories - 54 Questions**

**Overall Score 4.52/5**

Knowledge of Old Dominion University	4.18
Fiduciary Responsibilities	4.61
Board Experience and Service	4.61
Committee Meetings	4.59
Board Performance	4.58
General Comments	

**Knowledge of Old Dominion University - Please indicate to what extent you agree with the following statements:**

N=17 4.18/5.00	Strongly Agree		Agree		Neutral		Disagree		Strongly Disagree		Total	Total Percent
	N	%	N	%	N	%	N	%	N	%		
(1) I have a clear understanding of ODU's Mission and Strategic Plan (4.88)	15	88.2%	2	11.8%	0	0.0%	0	0.0%	0	0.0%	17	100.0%
(2) I am well informed about ODU's educational programs and academic quality (4.47)	9	52.9%	7	41.2%	1	5.9%	0	0.0%	0	0.0%	17	100.0%
(3) I understand the needs, concerns, and perspectives of our students (3.94)	4	23.5%	8	47.1%	5	29.4%	0	0.0%	0	0.0%	17	100.0%
(4) I understand the needs, concerns, and perspectives of our alumni (3.82)	4	23.5%	7	41.2%	5	29.4%	1	5.9%	0	0.0%	17	100.0%
(5) I understand the needs, concerns, and perspectives of our faculty (3.58)	2	11.8%	7	41.2%	7	41.2%	1	5.9%	0	0.0%	17	100.0%
(6) I understand the needs, concerns, and perspectives of our Cabinet (4.29)	6	35.3%	10	58.8%	1	5.9%	0	0.0%	0	0.0%	17	100.0%
(7) I follow trends and developments in higher education and in our community that may affect ODU (4.29)	7	41.2%	8	47.1%	2	11.8%	0	0.0%	0	0.0%	17	100.0%

**Question(s):**

**(1) Please provide comments or suggestions related to your knowledge of ODU**

**Responses: 8**

- The BoV has made tremendous progress with the EVMS partnership! Truly remarkable!
- The President and his staff do a great job of having presentations from various ODU communities to include faculty, staff, students and others.
- President does an outstanding job keeping the board members informed.
- Don't feel like I get "briefed" enough between meetings; think we need more information than news clips.
- Overall, I have been fortunate to be associated with ODU since I accomplished the challenge from then President Jim Koch of raising the \$100,000.00 amount to

**Fiduciary Responsibilities - Please indicate to what extent you agree with the following statements:**

N=17 4.61/5.00	Strongly Agree		Agree		Neutral		Disagree		Strongly Disagree		Total	Total Percent
	N	%	N	%	N	%	N	%	N	%		
(1) I have been informed of my responsibilities and expectations related to Board service <b>(4.88)</b>	15	88.2%	2	11.8%	0	0.0%	0	0.0%	0	0.0%	17	100.0%
(2) I am aware of ODU's Bylaws and Board-level policies and procedures <b>(4.88)</b>	15	88.2%	2	11.8%	0	0.0%	0	0.0%	0	0.0%	17	100.0%
(3) I am sufficiently informed about ODU's budget proposal prior to being asked to approve the budget <b>(4.65)</b>	12	70.6%	4	23.5%	1	5.9%	0	0.0%	0	0.0%	17	100.0%
(4) I am sufficiently informed about the University's financial position (budget, financial statement) <b>(4.71)</b>	14	82.4%	1	5.9%	2	11.8%	0	0.0%	0	0.0%	17	100.0%
(5) I am aware of ODU's infrastructure needs, e.g., facilities, technology, human resources <b>(4.24)</b>	7	41.2%	7	41.2%	3	17.6%	0	0.0%	0	0.0%	17	100.0%
(6) I understand the Board's responsibility for overseeing risk <b>(4.41)</b>	8	47.1%	8	47.1%	1	5.9%	0	0.0%	0	0.0%	17	100.0%
(7) I am provided with information that assists me in making informed decisions <b>(4.47)</b>	10	58.8%	5	29.4%	2	11.8%	0	0.0%	0	0.0%	17	100.0%

**Question(s):**

***(1) Please provide comments or suggestions related to your fiduciary responsibilities***

**Responses: 4**

As a board member I believe that we are well informed of the financial aspects of ODU.

I look to be more informed in attending all meeting in the future.

I have a high level of respect for the team of financial professionals that serve ODU. President Hemphill has assembled a great staff that provides to BOV with

**Board Experience and Service - Please indicate to what extent you agree with the following statements:**

N=17 4.61/5.00	Strongly Agree		Agree		Neutral		Disagree		Strongly Disagree		Total	Total Percent
	N	%	N	%	N	%	N	%	N	%		
(1) I am fulfilling my responsibilities as a Board member <b>(4.59)</b>	10	58.8%	7	41.2%	0	0.0%	0	0.0%	0	0.0%	17	100.0%
(2) I come prepared to Board meetings, having read the supporting materials in advance <b>(4.71)</b>	12	70.6%	5	29.4%	0	0.0%	0	0.0%	0	0.0%	17	100.0%
(3) I consistingly participate in discussions during regularly scheduled Board meetings <b>(4.53)</b>	9	52.9%	8	47.1%	0	0.0%	0	0.0%	0	0.0%	17	100.0%
(4) I consistently participate in discussions during all my regularly scheduled specific committee meeting <b>(4.47)</b>	9	52.9%	7	41.2%	1	5.9%	0	0.0%	0	0.0%	17	100.0%
(5) I feel that the Board engages in robust discussions when exploring ideas or solutions <b>(4.41)</b>	9	52.9%	6	35.3%	2	11.8%	0	0.0%	0	0.0%	17	100.0%
(6) I have attended other functions and/or otherwise participated in ODU activities and events <b>(4.29)</b>	8	47.1%	7	41.2%	1	5.9%	1	5.9%	0	0.0%	17	100.0%
(7) I feel that the current demands on my time from the Board and ODU are appropriate <b>(4.47)</b>	8	47.1%	9	52.9%	0	0.0%	0	0.0%	0	0.0%	17	100.0%
(8) I have good rapport with my fellow Board members <b>(4.82)</b>	14	82.4%	3	17.6%	0	0.0%	0	0.0%	0	0.0%	17	100.0%
(9) I am comfortable expressing my opinions during Board meetings <b>(4.82)</b>	14	82.4%	3	17.6%	0	0.0%	0	0.0%	0	0.0%	17	100.0%
(10) I feel that Board leadership is approachable and available <b>(4.94)</b>	16	94.1%	1	5.9%	0	0.0%	0	0.0%	0	0.0%	17	100.0%
(11) I am comfortable providing the President with counsel and support <b>(4.88)</b>	15	88.2%	2	11.8%	0	0.0%	0	0.0%	0	0.0%	17	100.0%

(12) I feel that my interests, skills, and background are utilized effectively as a Board member <b>(4.41)</b>	9	52.9%	6	35.3%	2	11.8%	0	0.0%	0	0.0%	17	100.0%
---	---	-------	---	-------	---	-------	---	------	---	------	----	--------

**Question(s):**

***(1) Please provide comments or suggestions related to your Board experience and service***

**Responses: 5**

Being on the board has been time well spent for me. I've enjoyed shaping alongside other BoV members with different backgrounds and mindset.

It has been interesting.

Being selected to serve has been an experience that I am extremely proud of and hope that my contribution as a board member will benefit the university.

I feel we often do not have the time to have in-depth strategic discussions outside of our retreats.

**Committee Meetings - Please indicate to what extent you agree with the following statements:**

N=17 4.59/5.00	Strongly Agree		Agree		Neutral		Disagree		Strongly Disagree		Total	Total Percent
	N	%	N	%	N	%	N	%	N	%		
(1) I consider Committee meetings to be well organized (e.g., agenda, materials, presentations) <b>(4.59)</b>	10	58.8%	7	41.2%	0	0.0%	0	0.0%	0	0.0%	17	100.0%
(2) I consider Committee meetings to be run effectively (well-managed by chair and management staff) <b>(4.65)</b>	11	64.7%	6	35.3%	0	0.0%	0	0.0%	0	0.0%	17	100.0%
(3) I feel that the Board focuses on strategic issues over operational and administrative matters <b>(4.53)</b>	11	64.7%	4	23.5%	2	11.8%	0	0.0%	0	0.0%	17	100.0%
(4) I feel that Committee time is generally well spent <b>(4.59)</b>	12	70.6%	3	17.6%	2	11.8%	0	0.0%	0	0.0%	17	100.0%

**Question(s):**

***(1) What could be done to make a particular committee more effective? Please specify the committee's names(s)***

**Responses: 5**

- I think continuous review and assessment of all committee agenda's should be on-going and revised annually.
- Committee meetings should be a glimpse into the good, the bad & the ugly of an area. It seems to much time is spent on painting a "perfect picture" . Also, committee reports should be shorter in the full board meeting rather than lengthy descriptions of every detail discussed. It seems that generally committees should meet & make decisions, synthesize their work/discussion and then present that to the board.
- I'm not sure I would change anything. By adding a committee last year I believe we are as efficient as we can be.
- I believe we can do more to understand what's on the minds of students, faculty, staff and alumni and then discuss in committees how to address identified needs.
- I can't think of anything that could make the presentations better.

***(2) Has the two-day board meeting model implemented this past year improved the performance of the committees, and if so, how?***

**Responses: 13**

- The two day meetings make the committee meetings feel less rushed.
- Yes. The two day model allows for board members to attend committee meetings whether they are a member of the committee or not and this enables board members to be better informed.
- Yes time well spent.
- This model seems to work for those of us who live close by.
- Yes. The 2 day board meeting gives us the time we need to spend on the important issues we face as a board.
- Yes. Provides board members the opportunity to attend every committee meeting if they wish to know more. Also provides more time on Friday to dive deeper on strategic issues as we have done ref the ODU/EVMS merger.
- As I attend the various meeting's I am impressed how informative the presentations are. I leave each time with a much better understanding of the topics presented.
- Yes
- It is all that I have experienced
- The two day meeting structure is working well, however I am disappointed that some members only attend their assigned committees.

I think the 2 day board meetings have created more board members involvement and cross pollenation, where board members may not sit in on other meeting in the past.

Yes. Good to split up all the committee meetings. It makes for a more condensed 2 days.

not really



***(3) Are there any other suggestions or comments about specific committee performance that you would like to provide?***

**Responses: 3**

As a committee chair I receive great staff assistance from the Board staff secretary Donna Meeks.

Every presentation is always informative and I look forward to each presentation.

Have no change suggestions

**Board Performance - Please indicate to what extent you agree with the following statements:**

N=17 4.58/5.00	Strongly Agree		Agree		Neutral		Disagree		Strongly Disagree		Total	Total Percent
	N	%	N	%	N	%	N	%	N	%		
(1) The Board serves as a sounding board and thought partner to the President <b>(4.59)</b>	12	70.6%	3	17.6%	2	11.8%	0	0.0%	0	0.0%	17	100.0%
(2) The Board understands the institution's business model and ensures its adequacy for the future <b>(4.71)</b>	12	70.6%	5	29.4%	0	0.0%	0	0.0%	0	0.0%	17	100.0%
(3) The Board ensures that the administration involves the Board on high-profile issues that present significant risk to the institution <b>(4.71)</b>	13	76.5%	3	17.6%	1	5.9%	0	0.0%	0	0.0%	17	100.0%
(4) The Board establishes appropriate committees to accomplish the Board's goals <b>(4.76)</b>	13	76.5%	4	23.5%	0	0.0%	0	0.0%	0	0.0%	17	100.0%
(5) The Board promotes trust among Board members through a culture based on openness and respect <b>(4.76)</b>	13	76.5%	4	23.5%	0	0.0%	0	0.0%	0	0.0%	17	100.0%
(6) The Board focuses its time on issues of greatest consequence to the institution <b>(4.35)</b>	8	47.1%	7	41.2%	2	11.8%	0	0.0%	0	0.0%	17	100.0%
(7) The Board has sufficient opportunities for overall development <b>(4.18)</b>	6	35.3%	8	47.1%	3	17.6%	0	0.0%	0	0.0%	17	100.0%

**Question(s):**

***(1) Has the two-day board meeting model implemented this past year improved the performance of the Board, and if so, how?***

**Responses: 10**

- If all board members attended more committee meetings, beyond their own, it would make our performance better.
- Yes wealth of knowledge shared.
- Yes, better understanding of what's going on all over the university and with the merger
- Just about right.
- Yes
- Yes. It gives Board members time to get to know each other more.
- I believe the two day meetings have improved each board members awareness of the operation of the university. Over the two days board members are presented with many aspects of the operation of the university that one normally does not see. If meeting were only one day meetings board members would not be as informed as they should be of their duties as a board member.
- The two day meeting structure is working well, however I am disappointed that some members only attend their assigned committees.
- I believe the performance has been improved based on the fact everyone is focused all at the same time. We are all in the same palace at the same time.
- I do not think it has I recognize the attempt, but it is not efficient use of time...

***(2) Please provide comments or suggestions related to Board Performance.***

**Responses: 6**

- No additional comments
- I believe the Board works as a well developed team alongside the President and his staff.
- Keeping do what the board is doing
- I think the board does a very good job listening to the president
- I agree with the Rector's comment a few meetings ago where he asked all board members especially new members to attend all committee meetings so they are informed in the various functions within the university. Attending just the committee meeting that one is assigned to will not inform a board member of everything they need to understand about the university to become an effective board member.
- We may want to open up a post board meeting suggestion box on the OnBoard platform. It could possibly improve our engagement with the board. After each board meeting board members can log on and offer suggestions or ask questions as it pertains to the meeting they just attended?

**General Comments**

**(1) In what ways have you found your role as a Board member stimulating or rewarding?**

**Responses: 16**

Being on the Board is an honor and the best part for me was shaping the future and hiring a new President  
 I've learned so much about ODU and its constituents in my time as a board member and have developed great team relationships with my board colleagues.  
 As a board member and community member discovering the value of ODU  
 Learning more how the university runs all the effort that put into administration how big are operation it is  
 If and when I am asked or given a chance to make comments on issues.  
 Being a part of the governing/strategic process.  
 Learning about the asset ODU is to this region. Learning about the merger with EVMS. Learning about the focus on the future. Watching effective leadership under. Pres. Hemphill. Meeting other interested members of the board who care about ODU  
 Helping us achieve the goals of our Master Plan and seeing our merger with EVMS come together.  
 Very rewarding to be a part of ODU right now as it plays an increasingly important role in this community.  
 I have learned far more than I could have ever dreamed about the operation of the university.  
 Being a part of an institution that is growing and achieving.  
 I do not feel particularly well informed between BOV meetings, even though I serve on the executive board.  
 Being able to bring my experience as an Alum and Business owner in the community to share with the board.  
 I have found the experience so far as very rewarding. Brian and Team have made incredible headway. Our tailwinds are many and with the EVMS merger closing soon ,  
 WOW. Love being on the winning team!  
 Learning about the trends and challenges in higher education has been fascinating.  
 I have enjoyed it and found it to be beneficial in general.

**(2) What do you consider your primary, non-financial personal contribution to the work of the Board during this past year?**

**Responses: 15**

To provide guidance & support to the President  
 I've worked with my board colleagues and the President and staff to do a nearly total update of the by-laws and policies and procedures that help govern the Board and outline the Board responsibilities.  
 My insight  
 Being a good listener and expression, your opinion  
 Just mainly listening.  
 Experience  
 My ability to talk about ODU as a successful institution of higher ed in Va -- whether one on one or on a podcast or on social media is hopefully seen as an asset. Connecting others in the Commonwealth with ODU is also an ongoing goal.  
 Being at almost all of our meetings and always being accessible to the Board and the President.  
 Helping provide insight and ask questions about the ODU/EVMS merger.  
 This is a hard question to answer for me at this time.  
 Time and guidance  
 Experience sharing.  
 Preparing for BOV meetings by keeping up with higher education trends in the US.  
 EVMS oversight, Board leadership role, Board and school engagement  
 Helping provide input and guidance on specific concerns or issues pertaining to the school.

**(3) Do you have any goals for the next 12 months in terms of your role as a member of the Board, and if so, what are they?**

**Responses: 13**

Term ending June 2024  
 To update policies and procedures that accurately reflect the merger with EVMS.  
 Leave board in better condition  
 Helping with the merger with EVMS  
 To involve my connections with international companies and country connections with our ODU Research Foundation, especially in Maritime and VMASC. Also to involve the ODU Behavioral Health Dept. with the Montero Medical Missions-United Community Solution Counseling Service Initiative to open soon on April 1, 2024.  
 I am still very interested in bringing motivational speakers to campus. I look forward to being on campus more and bringing others with me. I hope that I can share some ideas from other schools that can possibly help others at ODU.  
 I have made myself a promise to attend every meeting including every committee meeting to gain more insight to the operation of the university to be as informed as i can as a board member.

No
Continue to do what I can to help move ODU forward.
Primary Goal: To support the President Hemphill and make certain that the EVMS merger is well done for the sake of ODU and the Hampton Roads Region.
To help lead our Board and University to a successful seamless integration of EVMS.
Continue to learn more and provide more input in meetings and discussions.
This is my 8th year so I am timed out. I have greatly enjoyed being a member of the board and feel I have added to the board. I am very grateful that we hired a new president and he has turned out to be the best person for the job. I think there are challenges yet to deal with but feel confident that the school will progress in the right direction...

**(4) What do you wish you had known when you were first appointed to the Board**

<b>Responses: 10</b>	I feel like it took 2 years to fully understand my role on the board and to make an impact
	More of the members
	What a big responsibility it is
	It was helpful for me to spend some time speaking with former members of the ODU BOV. I'd encourage new members to reach out to current or former members. Getting a sense of how this board operates and what the focus was helped prior to our first meeting. Also knowing a bit more about the history of the EVMS merger would have been helpful.
	How much I would learn about ODU.
	I don't think there is anything for one to prepare for a board appointment other than life lessons they have experienced prior to being appointed.
	Just experience.
	I believe it is important to serve in a volunteer capacity before joining a governing board. It has been my observation that BOV members that have prior service on various foundation or alumni boards often make great members.
	I was pretty well versed in the commitment and responsibilities. So no big surprises
	More information on the state of higher education.

**(5) What area(s) would you like to learn more about in the coming year?**

<b>Responses: 9</b>	No additional comments, term ended June 2024
	How the board can work to increase student engagement and continue to achieve the goals outlined in the 5-year strategic plan including the merger with EVMS.
	How to keep cost down
	I'd like to know more about the profile of our students and what their needs are and what else ODU is doing to prepare for majors and interests in the future.
	Again, more insight into what are the most pressing issues for students, faculty, staff and alumni.
	All operations of the university.
	Plan to provide every student an internship
	Running a medical school and areas we can increase revenue to be successful quicker.
Finance	

**(6) What can the University do to make your experience more fulfilling?**

<b>Responses: 8</b>	Continue doing what we're doing by looking for ways to accelerate progress towards the future and the direction higher ed is moving.
	I think the current process is very fulfilling for me personally.
	Already been a great experience
	Providing opportunities for us to be on campus together is always enriching.
	I am happy with my experience.
	The staff presentations are over the top and are extremely fulfilling to me.
	I feel we are all on same path and my experience has been quite fulfilling already.
More interaction with students and learning about student life/experiences.	

**(7) What is the one thing most important to you that we could change to improve how our Board operates?**

<b>Responses: 9</b>	The Board operates in a healthy space and has a good relationship with the current President.
	I think everything is fine
	Again, I believe it is ok in committees to discuss things in greater detail-- including subjects that might not be positive but don't need to be voted on or discussed in the general meeting. And in the full board meeting, we don't need to know every detail of every committee.
	<u>Have each board member attend all the committee meetings.</u>
	I have noticed that there are some who miss meetings regularly. If you accept the position as a board member you need to attend each meeting if not then one should resign to allow someone else to have the opportunity to serve and make a difference. It would be nice to have a policy where a member is required to step down if they don't attend meetings and contribute.
	No changes suggested
	No ties.)
	Continued transparency I did like the tours of projects that we were funding and perhaps the committees could after their meeting go on to learn more about the subject of that committee instead of have 3 or 4 hours between meetings....

**(8) What would you like to tell us that we have not asked?**

<b>Responses: 6</b>	No additional comments
	I want to applaud the transparency of communication between the President and his excellent staff and the BoV.
	Nothing
	Thank you for being kind to all of the board members! Thank you for feeding us & thank you for asking for our opinions.
	Can't think of a thing.
	I believe you have covered the most important aspects of our business.

**(9) Please provide suggestions or comments about the survey itself.**

<b>Responses: 10</b>	No additional comments
	I think the best way to improve the BoV is to have 100 percent participation in the board survey.
	Useful
	Survey is fine. With my tremendously busy schedule here and abroad, I hope that I can attend as many of the required meetings and conferences as possible sans conflict and ODU will be understanding.
	Great survey; gets better every year.
	Hope this provides some insight and allows you to perfect our sessions together.
	A good survey. It helped solidify the role of Board members.
	Interesting question asked.
	Great survey!
	Survey is good.

**NUMBER:** 1106

**TITLE:** Public Comment on Undergraduate Tuition and Mandatory Fee Increases

**APPROVED:** December 5, 2019

**SCHEDULED REVIEW DATE:** December 2024

In accordance with § 23.1-307(D) of the *Code of Virginia*, the Old Dominion University Board of Visitors (hereinafter referred to as “the Board”) will provide students and the public a projected range of any planned increase in undergraduate tuition and mandatory fees, an explanation of the need for the increase, and notice of the date and location of any such increase at least 30 days prior to such vote. Additionally, in accordance with § 23.1-307(E), the Board will permit public comment on any proposed increase in undergraduate tuition and mandatory fees prior to any vote referenced in subsection D.

- A. The Board will ~~hold~~ facilitate a budget ~~workshop~~ overview for the public followed by a public comment session whenever increases in undergraduate tuition & mandatory fees are proposed. This workshop/public comment session will be held prior to the Board’s regular meeting at which time the Board will consider the administration’s proposal. Public notice for this session will be given as required by law and concurrent with the notice of the projected range of any planned undergraduate tuition and mandatory fee increase.
- B. The budget workshop/public comment session will generally be held on the established date of the Board’s Executive Committee meeting held in March in advance of its regular meeting in April, unless the Board elects to consider such increases during another public meeting as defined by §2.2-3701 of the *Code of Virginia*. All members of the Board will be invited to attend this session.
- C. At least three Board members must be present for the public comment session, including at a minimum the Rector or Vice Rector of the Board.
- D. Prior to the public comment session, the university administration will present the background and history of the University’s tuition and fees and factors considered in proposing any increases.
- E. Anyone who wishes to comment at this session must register in advance with the Executive Secretary of the Board of Visitors. Requests must be made via email or telephone and will be accepted on a first-come/first-served basis up to 48 hours prior to the meeting. Speakers will be asked to specify their affiliation with the University (e.g., current/former student, faculty/staff, parent, member of public, etc.) and provide contact information. Instructions for registering to speak will be included with the notice of the meeting.



- F. All public comment made at the public comment session must be limited to the topic of undergraduate tuition and mandatory fee increases and each registered speaker will be allowed to speak for up to three minutes.
- G. Dedicated time slots will be reserved during the public comment session for the student representative to the Board and a representative of the Student Government Association should they wish to make comments.
- H. The public comment session will be limited to 60 minutes. If time remains during the one-hour public comment session after the pre-registered speakers offer their comments, additional individuals may be offered the opportunity to speak, but will be limited to speak for only two minutes.
- I. Written comments will also be accepted from the date that the public notice is issued until 24 hours prior to the meeting at which the Board considers tuition and fee increases and may be submitted in hard copy or via email. Instructions for doing so will be included in the public notice.
- J. The Board will not respond to oral or written comments.

In accordance with § 23.1-307(F) of the *Code of Virginia*, the Board of Visitors, through the Rector or his/her designee will provide the public with an explanation for any deviation from the projected range of the planned increase in undergraduate tuition and mandatory fees that it previously provided to the general public. Such explanation will be provided orally or in written form before the Board takes final action on any undergraduate tuition and mandatory fee increase. The Board's minutes will include the written comments or a transcript of the oral comments.

**NUMBER:** 1419  
**TITLE:** Course Materials Adoption Policy (Reviewed; No Proposed Revisions)  
**APPROVED:** April 25, 2019

## **I. Policy Statement and Purpose**

In accordance with the Code of Virginia §23.1-1038, it is the policy of Old Dominion University to encourage efforts to minimize the cost of course materials for students while maintaining the quality of education and academic freedom. In addition, pursuant to §23.1-1308, Old Dominion University shall implement guidelines for the adoption and use of low-cost and no-cost open educational resources in courses offered at the University.

## **II. University Compliance**

To the maximum extent practicable, each institution of higher education receiving Federal financial assistance shall disclose, on the institution's Internet course schedule and in a manner of the institution's choosing, the International Standard Book Number (ISBN) and retail price information of required and recommended college textbooks and supplemental materials for each course listed in the institution's course schedule used for preregistration and registration purposes.

Pursuant to § 23.1-1038.3:1 of the Code of Virginia, no employee at Old Dominion University shall demand or receive any payment, loan, subscription, advance, deposit of money, services or anything, present or promised, as an inducement for requiring students to purchase a specific textbook required for coursework or instruction, with the exception that the employee may receive

- (i) sample copies, instructor's copies, or instructional material, not to be sold, and
- (ii) royalties or other compensation from sales of textbooks that include such instructor's own writing or work.

Faculty members may require course materials they have authored or co-authored for classes they teach. However, the selection of one's own course material for which the faculty member is receiving remuneration should be communicated to the department chair (or the Dean if the faculty member teaching the course is the chair) prior to adoption. The chair should determine that the course materials are appropriate for that class and keep a copy of the communication in the department file.

## **III. Definitions**

- A. **Course materials** - For the purpose of this policy, course materials include but are not limited to textbooks, articles, videos, streaming media, software applications, and/or media bundles designed to be used in a course to introduce students to a subject or continue basic instruction at the intermediate or advanced level. Commonly,

although not always, course materials include study questions, discussion topics, study guides or exercises at the end of each chapter and may be published in subsequent editions in order to update information in previous editions. Course materials may be designed for use in undergraduate courses, graduate courses, or for use in professional programs.

- B. **Open Education Resources** – For the purposes of this policy, the definition of the U.S. Department of Education is followed. Open education resources (OER) are openly licensed educational resources as teaching, learning, and research resources that reside in the public domain or have been released under a license that permits their free use, reuse, modification, and sharing with others.
- C. **Open Education Resources Committee** – The University-level committee that establishes overall policy and guidelines for implementation and expansion of OER course materials in accordance with existing University policies.

#### IV. **Open Education Resources (OER) Adoption Practices**

- A. To reduce costs and provide access to course materials, faculty and departments are encouraged to use open education materials in their courses to minimize the costs of course materials for students.
- B. Faculty are encouraged to adopt or adapt existing, or create new OER, including open textbooks.
- C. Faculty and departments who develop OER can have those resources digitally stored at Old Dominion University. [For questions on copyright of materials development by the faculty, please see Board of Visitors Policy 1424, Policy on Intellectual Property.](#)
- D. The Libraries and Academic Affairs, where feasible, will provide resources and training for faculty to identify and use open education resources.
- E. A University OER Committee will be responsible for coordinating the expansion of OER materials across the University.

#### V. **Additional Actions to Minimize the Cost of Course Materials for Students**

- A. Course materials and related class supplies shall be part of the financial aid Cost of Attendance budget used to award financial aid to students.
- B. Faculty are encouraged to utilize the ODU Libraries' collection and electronic books, journals, image databases, audio and video materials, and other supplemental items available.
- C. Faculty are encouraged to limit their use of new edition non-OER textbooks when previous editions do not significantly differ in a substantive way. The appropriate faculty and the University Village Bookstore should ensure adequate supply of the older edition. Faculty members are also encouraged to adopt the best practice of using

the same non-OER textbooks for consecutive semesters. Except in unusual circumstances, non-OER textbooks used in sequential courses (e.g., PHYS 101N and PHYS 102N) should not be changed after the first semester.

- D. Faculty are encouraged to use new technologies and packaging techniques such as e-text and bundles that reduce the cost of course materials to students.
- E. Faculty are encouraged to provide instructional materials for students to use through their respective departments and/or the ODU Libraries.
- F. No funds provided for financial aid from University Village Bookstore revenue shall be counted in the calculation for state appropriations for student financial aid.
- G. Faculty should avoid requiring students to purchase materials that will not be used for pedagogical purposes in their courses. For instance, faculty are discouraged from requiring students to purchase technology or software simply to track attendance.
- H. Courses with zero- or low-cost educational resources should be advertised to students.

## **VI. Responsibilities of the Faculty**

- A. Faculty, departments and/or schools should provide required or assigned OER and non-OER course materials information for each particular course to the University Village Bookstore by the specified due date published by the University Village Bookstore. Exceptions will be made for faculty who are hired or assigned after the course adoption due dates. Chairs are encouraged to make the appropriate course adoption adjustments as soon as possible in these cases.
- B. Faculty members shall affirmatively confirm their intent to use each item in a bundled package when placing an adoption for such a package. If the faculty member does not intend to use all items in the bundle, he/she shall notify the University Village Bookstore of the items required, and the Bookstore shall order the individualized items when the store's procurement is cost effective for both the institution and students and such items are made available by the publisher.
- C. Departments offering courses that have adopted OER course materials should submit an OER course material adoption report to the Assistant Vice President for Auxiliary Services.
- D. Instructors of courses adopting OER course materials should post the resources online prior to the beginning of the semester and notify students in the class how to access it.

## **VII. Responsibilities of the University Village Bookstore**

- A. The University Village Bookstore Textbook Manager will communicate the requirements and due dates for course adoptions each academic session. Follow-up

communications will be sent to the department chairs and the faculty if the requested materials are not available from the publisher or obtained in a timely manner.

1. The University Village Bookstore continuously works directly with instructors and departments to collect adoptions throughout the process.
  2. The OER course material adoption report should be submitted prior to the beginning of the semester.
  3. Leading up to and after the due date passes, a course material adoption report is sent to the Assistant Vice President for Auxiliary Services and the Provost's Office to be forwarded to the deans and chairs. This process continues through the beginning of classes each semester.
  4. Approximately one month after the start of the fall and spring semesters, the University Village Bookstore alerts the Provost's Office about textbook submissions. The Provost's Office sends an email to deans, chairs, and instructors informing them that it is time to submit course material orders for the next semester to the University Village Bookstore.
- B. The University Village Bookstore shall provide a convenient course materials adoption process, including a web-based method, to expedite the ordering process for non-OER course materials.
- C. The University Village Bookstore shall note courses that utilize OER course materials on the course materials website.
- D. Centralized listings of course materials required or assigned for particular courses shall be available from the University Village Bookstore's website after the relevant instructor or academic department notifies the University Village Bookstore. The University Village Bookstore shall post the relevant information received from the faculty in a timely manner. The listings shall be in a standard format and include the International Standard Book Number (ISBN), when applicable, along with other relevant information.

### **VIII. Responsibilities of the OER Committee**

The OER Committee reports to the Provost and Vice President for Academic Affairs on the development and enforcement of the University's Course Materials Adoption Policy. The Provost appoints Committee members, to include representatives from the faculty, University Libraries, Information Technology Services (ITS), University Bookstore, Institutional Effectiveness and Assessment, Student Engagement and Enrollment Services (SEES) representative (and/or student), Center for High Impact Practices (CHIP) representative, Center for Learning and Teaching (CLT), Center for Faculty Development, and senior University management. The Provost will solicit recommendations from the Deans for the faculty representatives, who will constitute the majority of the committee. The OER Committee may create subcommittees and task forces as needed to carry out its responsibilities.

Other Committee responsibilities include:

- A. Guiding updates to this policy.
- B. Developing strategies and actions, setting timelines, and determining outcomes that will advance the University's efforts to facilitate adoption of OER.
- C. Tracking local, national, and international developments within the area of OER.
- D. Implementing and coordinating a training program available to faculty on OER. Stimulating discussion, generating supporting material and developing venues for communication and education.
- E. Seeking collaborative ventures internally and with other institutions.
- F. Exploring and identifying possible high impact initiatives that the University could either launch or support, such as pilot projects that promote creation and/or adoption of OER.
- G. Consulting broadly with individuals, groups, and units as needed.

**Contacts:**

The Office of the Provost and Vice President for Academic Affairs officially interprets this policy. The President may revise or eliminate any or all parts as necessary to meet the changing needs of Old Dominion University and the Commonwealth of Virginia.