#### **MINUTES**

Provost's Council December 4, 2012

The Provost's Council met on Tuesday, December 4, 2012 at 8:30 a.m. in the President's Conference Room, Sheridan Hall 306.

Members present: Mark Bannister, Jeff Briggs, Chris Crawford, Tim Crowley, Mary Meier for Cindy Elliott, Paul Faber, Sherry Severson for John Ross, Robert Scott and Larry Gould

Guests: Joey Linn, Sharla Hutchison, Jennifer Bonds-Raacke

#### A. Call to Order

The meeting was called to order by the Provost.

#### 1. Discussion Items

# a) Grading for Eight-Week Courses

Action: Discussion of when the grades can be submitted for eight-week courses. Final grades can be posted anytime throughout the semester except during the midterm grade submission window. Is there a mechanism that can be put in place that forces faculty to submit grades after the course is completed instead of waiting until the semester is over? Dr. Linn said he could check with the Computing Center but it appears the solution is just to revise the current policy and communicate the change to faculty. The Council agreed to review the current policy and add a statement that grades are required to be submitted no later than seven days after the course is completed (including 8-week courses).

Also, discussed was submission of midterm grades for variable title courses. It is not a requirement of the University to submit these grades, only courses that have approved titles.

## b) Post-Tenure Review

Action: AAUP already has a statement at the national level of post-tenure review. The document that was distributed is the first reading of the Regents policy. The Provost indicated we need to assume this is policy (or something similar) at the Regents level. Each University will then be required to create a policy as part of the Regents mandate. However, any policy that is created must be approved by AAUP since it is a condition of employment. It was agreed that whatever policy is adopted, it must work in conjunction with chronic low performance. The only way to make this work is to have a university committee review the candidates. This is a good point, although the department does know more about whether a faculty is performing at a high level. The Council was asked by the Provost to do some research and come back to the meeting with some recommendations for a University policy. The things to look for in the research process is: who has a post tenure review policy, which ones actually work and can the institution be contacted for further information. The Provost wants to include faculty senate in the discussions. The first step is to define the purpose. It was proposed there be a "super"

evaluation every seven years. Chris Crawford indicated he would work with Faculty Senate (Sharla Hutchison and Tony Gabel).

# c) Foresight 2020

Action: Discussion followed on the new plan. It appears that goals one and two are more important to the FHSU than goal three. The idea behind the changes was to simplify the process at the Regents office. It was too difficult to keep up with performance agreements and rankings. However, FHSU cannot accomplish the goals unless the faculty are willing to participate and to work toward these goals.

### d) IDS 350 Redesign

Action: Our multiculturalism course is in the process of being redesigned for the general education program. It has been approved by General Education Committee and Faculty Senate and will go into effect in fall 2013. Hopefully, it will provide our students with a better understanding of diversity in our current world.

## e) Virtual College: Policies and Procedures

Action: The Provost distributed a copy of the old policies and procedures for continuing education which was the prior budget unit of the Virtual College. John Fernandez rewrote the policies and procedures for the Virtual College. Dr. Raacke has put together a new table of contents for the Virtual College Policies and Procedures which is a draft for review by the Council. The Council was instructed to take a look at the document and provide feedback. The audience needs to be considered when reviewing this document. It will be put back on the agenda in about a month.

### f) The Metro Academies Initiative

Action: This article shows how Metro Academy and how the bridging concept is used in retaining students. There are a number of pieces that are in academic and student affairs that need to come together to create a retention plan. Once things settle down, the Council needs to look at Academic Affairs and see what we can do to help with retention.

## g) Allocation for Summer Session Service Units

Action: The Provost, in the past, has allocated two service units to each of the academic colleges. He then cut it back to one service unit per college. The deans agreed that service units are needed in the summer. The CHLS uses it to support the athletic training and the senior aging program. If there is no one on campus, these programs will not be monitored during the summer. Each dean was asked to provide the provost with a half a page of justification on of how the service units will be used. The Provost provided two units of service to each of the academic colleges.

### 2. What Should We Know Today

The counseling program is going to be reviewed for accreditation in fall 2014 which will cause some problems due to the requirement of an additional five new faculty members.

IIE Brazil agreement steering committee will meet today.

**B. Adjournment** The meeting adjourned at 12:15 p.m.

c: Dr. Edward Hammond

Dr. Tisa Mason

Mr. Larry Getty

Dr. Joey Linn Dr. Emily Breit

Mr. Kyle Calvin

Provost's Council Secretaries