

APPROVED BY BOARD 4/23/2015

OLD DOMINION UNIVERSITY

BOARD OF VISITORS
Thursday,

CALL TO ORDER

The Rector called the meeting to order at 9:10 a.m.

STATEWIDE STRATEGIC PLAN FOR HIGHER EDUCATION

President Broderick shared the University's strategic plan for higher education. He shared four goals: (1) ensure affordable access for all; (2) optimize student success for work and life; (3) drive change and improvement through innovation and investment; and (4) advance the economic and cultural prosperity of the Commonwealth and its regions. He commented that the Board can feel comfortable with these goals since these are things that Old Dominion has already been doing. This plan has been adopted and has been sent to the General Assembly.

-2019 STRATEGIC PLAN

President Broderick stated that the Executive Committee received a detailed presentation on the Strategic Plan at their meeting in November and requested that a briefer version of the presentation be shared with the full Board at this meeting.

Vice President Ellen Neufeldt reviewed the development of the Plan. The Board approved the five goals of the Plan at its meeting in September, with the understanding that the Plan would be refined due to the loss of funding from the Commonwealth. Provost Carol Simpson reviewed the noteworthy changes to the Plan that were made as a result of subsequent review and discussions. Goal 1, Objective 1, was changed to reflect that a joint School of Public Health with EVMS is not likely to occur in the next five to seven years due to funding restrictions and accreditation constraints; however, a joint Institute of Public Health is attainable. Specific numbers of needed additional faculty, advisors and case managers were removed from Goal 2, Objective 2. A reorganization of the introductory remarks to emphasize the commitment to support our faculty and staff was made in Goal 3. Emphasis on ODU as the destination for the greater community (expanded from MARI) was added to Objective 3 of Goal 4. Provost Simpson also showed an example of the progress report that will be shared with the Board to provide updates on the Plan.

The Rector commented that the way the major goals of the Plan are categorized captures where the University is and gives us a great roadmap going forward. Dr. Maniscalco-Theberge added that she appreciated the adaptability and flexibility to rework the plan to meet the budget but stay within the themes of the goals. Whereupon, a motion was made by Mr. Mugler to approve the *2014-2019 Strategic Plan*. The motion was seconded by Dr. Maniscalco-Theberge and was approved by all members present and voting. (*Bennett, Biagas, Cheng, Cofer, Harris, Kilmer, Maniscalco-Theberge, Mugler, Sessoms, Smith, Tata*)

The meeting was recessed by the Rector at 9:30 a.m.

Board of Trustees Member, Virginia Historical Society; previously held the position of Regional Vice Chairman until 2007

Former Board Member, Virginians for the Arts

Secretary, Board of Directors, Virginia Symphony Orchestra

Member, Norfolk Commission on the Arts and Humanities

Member, Collection Committee, Chrysler Museum of Art

Advisory Board Member, Honorary Chairwoman and former Director of the YWCA of South Hampton Roads

Board of Trustees, Virginia Wesleyan College

Member, Norfolk Public Arts Commission

Norfolk and Hampton Roads Contributions

Appropriations and Senate Finance Committees by November 30, 2015. Full compliance with limits should be submitted by June 30, 2020. This could be problematic for ODU and needs additional dialog moving forward.

Recommendation #5 ó Required public four-year institutions to evaluate the non-athletic services and activities funded by mandatory non-E&G fees. The administration and Board has worked to contain those costs, but there will be more scrutiny going forward on how these relate to the affordability of higher education.

Recommendation #6 ó Remove exemptions from the annual 5% cap on mandatory non-E&G fee growth and modify the cap to a limit of the lesser of 5% or the median-dollar increase in the fee across all public four-year institutions from the prior academic year. With the new standard, we will not know what the median of all higher education institutions will be, so this requires more discussion and scrutiny.

Recommendation #7 ó Require that an institution may only exceed the annual growth cap on mandatory non-E&G fees if expressly authorized through the Appropriations Act. This creates some issues because it requires collection of revenues in advance.

Recommendation #8 ó Wrfcvg"vjg"uvcvgøu"Ejctv"qh"Ceeqwpvu"hqt"jki jgt"gfweckqp"vq"ko rtqyg" comparability and transparency of mandatory non-E&G fees, with input from the Department of Accounts, the Department of Planning and Budget, the Auditor of Public Accounts, and institutional staff. ODU already publicizes its mandatory student fees.

Recommendation #9 ó Direct SCHEV to modify its current capital prioritization process by 2016 vq"gpwtg"qdlgevkg"cpn{uku"qh"kpukvwvkqpuø"ecrkvcn"tgswguvu."rtqxfg"c"uvcvykfg"rtkqtkv|cvkqp"qh" higher education capital requests that may be used to determine which projects should be recommended to receive funding, and provide the Six-Year Capital Outlay Plan Advisory Committee with a draft of the revised prioritization process for feedback and approval.

Recommendation #10 ó Include language in the Appropriation Act that requires the Six-Year Capital Outlay Plan Advisory Committee, the Department of Planning and Budget, and others as appropriate, to use the results of the prioritization process established by SCHEV in determining which capital projects should be funded.

Recommendation #11 ó Have SCHEV identif

Recommendation #13 ó Have the Department of Planning and Budget revise the formula used to allocate the state's operating budget to account for the impact of deferred maintenance resulting from poor facility condition, aging of facilities and differences in facility use. ODU already does this.

Recommendation #14 ó Direct public institutions to submit long-term deferred maintenance plans to the Department of General Services and the Department of Planning and Budget at the start of each biennium that would include a list of deferred maintenance projects ranked by relative priority, funding availability and timeframe; and estimates of project funding levels and sources. This has the opportunity to become positive for ODU because we have a lot of older facilities with deferred maintenance needs.

Recommendation #15 ó Include language in the Appropriations Act to allocate all Virginia Student Financial Assistance Program funds across institutions such that an equal percentage of

Option #3 ó The General Assembly could consider allocating a higher proportion of operating funding to institutions that are least able to fund academic operations or have a relatively high proportion of students who have lower ability to pay the published price of higher education. This option is also very favorable to ODU. Some institutions have the ability to charge higher tuition without impacting enrollment.

Option #4 ó The General Assembly could ensure that all public institutions have full funding under the base adequacy model before appropriating general funds to support institutional initiatives and before implementing and funding the proposed performance funding model. The base adequacy model is incredibly fair and would continue to benefit Old Dominion if fully funded before other appropriations are made.

Option #5 ó The General Assembly could limit annual increases in tuition and mandatory E&G fees for in-state undergraduate students while providing additional state operating funding to offset forgone tuition revenue and provide an exemption from the limit for institutions that substantially reduce mandatory non-E&G fees and reallocate resources to E&G operations. This option would get into Board territory in terms of the General Assembly or others having a say in tuition increases. These issues look good on paper but there is a bigger conversation needed here. ODU lost three times when we agreed to limit tuition increases. This one should trouble us all.

Option #6 ó The General Assembly could provide state funding for the maintenance reserve policies and practices.

Option #7 ó The General Assembly could provide more student aid funding for the Virginia Student Financial Assistant Programs by reallocating funds from limiting eligibility for the Tuition Assistance Grant program to low- to middle-income students with financial need.

The institutions and the Council of Presidents have been asked to comment on these recommendations. Overall, they include some good suggestions, but three items are troubling ó

Mr. Mugler commented that powers should not be centralized at the General Assembly level and President Broderick said that there are some who feel that students should not have to pay for anything other than courses and related expenses. Vice President Neufeldt added that data have proven that student success takes a lot of student support and so-ecmngf" öpq-htknnu" wpxgtukv{0ö" have abysmal progression and graduation rates. COO Harnage noted that there has been a significant change in how universities are market-driven; students and parents want to see recreation centers, student unions, and they have come to expect residential facilities with private

President Broderick said that two committees will look at the JLARC recommendations and the issue of sexual assault on campuses. There will be some recommendations we can agree to attempting to do, but bring reason and facts into the conversation. Mr. Biagas asked if board members should begin reaching out to members of the General Assembly. President Broderick suggested that he and his staff prepare talking points on specific issues for board members to address with General Assembly members.

REPORTS OF STANDING COMMITTEES

UNIVERSITY ADVANCEMENT COMMITTEE

The Rector called on Dr. Maniscalco-Theberge for the report of the University Advancement Committee. She reported that the Committee approved a resolution to be brought forth as a recommendation of the University Advancement Committee and was unanimously approved by all members present and voting. (*Bennett, Biagas, Cheng, Hc(Hc(Hri)-10, K-129((80031270704B0048003127)4(hing)-er, Mgl(e)4(nt f(6) (it)-3(e)4)4(nt fe)4t(The)*

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Vice President Alonzo Brandon presented dashboard items measuring productivity in the area of University Advancement, reviewed notes from the naming committee, and gave an update on Strome-related initiatives. Jena Virga, Senior Associate Athletic Director, provided a year-in-review for the Old Dominion Athletic Foundation and an overview of the \$50K in 50 Days Campaign currently in progress.

AUDIT COMMITTEE

The Rector presented the report of the Audit Committee. He reported that Amanda Skaggs, interim audit director, updated the Committee on internal audits in progress as well as other projects and initiatives currently underway.

The Committee received, in closed session, details of recent audits and reviews performed on the ctgcu"qh"vjg"Rtgukfgpvøu"Qhhkeg."Cvjngvkeu."Cecfgoke"Chhcktu."Uvwfgpv"Engagement and Enrollment Services, and Administration and Finance. Specifically covered were the audits of the Athletic Business Office, ARMICS/Banner Security Eqpvtnu."Rtgukfgpvøu"Qhhkeg"cpf"Urgekci"Gxgpvu."Jqwukpi"cpf"Rtgukfgpeg"Nkhg."vjg"Eqnngig" of Sciences and a status report on audit recommendations. Updates were also provided on

The following contains my recommendation for the tenure application of Dr. Shu Xiao, currently Assistant Professor of Electrical and Computer Engineering in the Batten College of Engineering and Technology.

The ODU Faculty Handbook states that "The main purposes of tenure are to recognize the performance of faculty members who have given years of dedicated service to the university, to protect academic freedom, and to enable the university to retain a permanent faculty of distinction in order to accomplish its mission." [Faculty Handbook: Tenure. I. Purpose of Tenure]. The promotion to the rank of Associate Professor "is based on established high quality of performance in teaching, research, and service and pre-eminence in at least one of these areas." [Faculty Handbook: Academic Rank and Promotion in Rank. I. A.2]

Recommendations were received from the departmental, college, and university promotion and tenure committees, as well as from the department's chair and the college dean. These different levels of review are important in providing a thorough and fair analysis of a faculty member's contributions in the three areas of evaluation and allow for a uniform evaluation of faculty across departments and colleges.

The recommendations from the five levels of review described are unanimous in their support for Dr. Xiao's tenure and promotion. The departmental promotion and tenure committee voted 13 in favor and 0 against tenure and promotion, the College promotion and tenure committee voted 5 in favor and 0 against, and the University promotion and tenure committee voted 6 in favor and 0 opposed. The department chair and the college dean both strongly recommend tenure and

including one from the Department of Biological Sciences.

The peer evaluation of Dr. Xiao's course portfolio indicates that he provides the necessary standard of rigor. Although improvements in providing additional feedback to students is recommended, his peer evaluators and his department chair particularly commend him for developing hands-on experiences to enhance student learning, especially at the freshman level. He is a popular instructor who receives high scores from students on the course opinion surveys. Overall, Dr. Xiao's teaching effectiveness is considered satisfactory.

Dr. Xiao's area of scholarly expertise is in pulsed power, electromagnetics and power electronics. Since joining ODU as Assistant Professor he has published 23 co-authored, peer-reviewed articles in high-impact journals. He had another 11 papers published prior to 2008, one of which (published in 2007) won the 2013

In summary, Dr. Xiao has met expectations in teaching, service, and research. Therefore, in accord with the reviewer comments and in concurrence with the recommendations of each of the promotion and tenure committees, the department chair, and the Dean of the Batten College of Engineering and Technology, I am pleased to recommend that Dr. Shu Xiao be awarded tenure in the Department of Electrical and Computer Engineering and promotion to the rank of Associate Professor.

AWARD OF TENURE TO A FACULTY MEMBER

RESOLVED, that upon the recommendation of the Academic and Research Advancement Committee, the Board of Visitors approves the award of tenure to Dr. Matthew William Schmidt as Associate Professor of Ocean, Earth and Atmospheric Sciences in the College of Sciences, effective December 4, 2014.

Salary: \$90,000 for 10 months
Rank: Associate Professor of Ocean, Earth and Atmospheric Sciences

The following is my recommendation for the initial appointment with tenure of Dr. Matthew W. Schmidt as Associate Professor of Ocean, Earth and Atmospheric Sciences in the College of Sciences; he joined Old Dominion University as a tenure track faculty member in August 2014. Previously, Dr. Schmidt held the position of Associate Professor, with tenure, in the Department of Oceanography at Texas A&M University.

The ODU Faculty Handbook states: "The main purposes of tenure are to recognize the performance of faculty members who have given years of dedicated service to the university, to protect academic freedom, and to enable the university to retain a permanent faculty of distinction in order to accomplish its mission." [Faculty Handbook, p. 50]. **The Faculty Handbook policy on Initial Appointment of Teaching and Research Faculty provides for an** **must first be initiated by the chair, voted on by the departmental tenure committee, and approved** **be granted only to a faculty member who already achieved a distinguished academic reputation**

Unanimous recommendations in support of tenure for Dr. Schmidt were received from the departmental, college, and university promotion and tenure committees, as well as from the department's chair and the college dean. Based on my own independent evaluation of the materials submitted, it is my judgment that Dr. Schmidt easily meets the standards for tenure at the rank of Associate Professor in the Department of Ocean, Earth and Atmospheric Sciences at Old Dominion University.

Dr. Schmidt received his Ph.D. (2005) from the University of California, Davis and holds a Master of Science, in Geology (1997), from the University of South Florida. His doctoral dissertation received the 2006 Allen G. Marr Prize from the University of California, Davis for "most distinguished dissertation in the fields of Mathematics, Physical Sciences, Engineering, and Social Sciences." He was appointed Assistant Professor in the Department of Oceanography at Texas A&M University in 2007 and promoted to Associate Professor, with tenure, in 2013. He previously held a NOAA Climate and Global Change Post-Doctoral Fellowship in the School of Earth and Atmospheric Sciences at Georgia Institute of Technology.

Dr. Schmidt has significant teaching experience at the undergraduate and graduate level, including an upper level environmental geoscience course on Global Change, several large sections of Introduction to Oceanography, and a graduate level paleoceanography course. He

has advised 2 Master's students to completion and 7 undergraduate research students, and

to Old Dominion University.

Committee members approved by unanimous vote the resolutions on five faculty appointments, 25 administrative appointments and two emeritus/emerita appointments. The following resolutions were brought forth as recommendation

| <u>Name and Rank</u> | <u>Salary</u> | <u>Effective Date</u> | <u>Term</u> |
|--|---------------|-----------------------|-------------|
| Dr. Ted Conant Rogers Assistant Professor of Physics (Tenure Track) | \$91,000 | 12/25/14 | 12 mos |

Dr. Rogers received a Ph.D. in Theoretical Physics in 2006 from The Pennsylvania State University and a B.A. in Mathematics and Physics in 2000 from Kenyon College. Since 2011, he has been a Postdoctoral Associate at SUNY Stony Brook. Prior to that, Dr. Rogers was a Postdoctoral Associate at Vrije Universiteit Amsterdam. (New position)

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|---|----------|----------|-------|
| Mr. Frank A. Scaringello Instructor of Counseling and Human Services | \$28,050 | 12/25/14 | 5 mos |
|---|----------|----------|-------|

Mr. Scaringello received an M.S.Ed. in Counseling in 2000 from Old Dominion University and a B.A. in History in 1977 from Montclair State College. Since 2001, he has been an Adjunct Instructor in the Department of Counseling and Human Services at Old Dominion University.

ADMINISTRATIVE FACULTY APPOINTMENTS

RESOLVED, that upon the recommendation of the Academic and Research Advancement Committee, the Board of Visitors approves the following administrative faculty appointments.

Effective

| <u>Name and Rank</u> | <u>Salary</u> | <u>Effective Date</u> | <u>Term</u> |
|---|---------------|-----------------------|-------------|
| Ms. Arielle P. Lange Admissions Counselor ó Telecounseling, and Assistant Instructor | \$35,000 | 9/25/14 | 12 mos |

Ms. Lange received a B.S. in Psychology in 2013 and is pursuing an M.S.Ed. in Higher Education from Old Dominion University. Since 2013, she has been Coordinator of the Admission Future Monarchs Center at Old Dominion University.

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|--|----------|---------|--------|
| Ms. Samantha T. Lewis kpuvtwevqt"qh"Gctn{"Ectg"cpf"Gfwecvkqp."Ejknftgpøu"Ngctpkpi"cpf"Tguqwteg"Egpvgt | \$30,000 | 9/10/14 | 12 mos |
|--|----------|---------|--------|

Ms. Lewis received a B.S. in Interdisciplinary Studies with a concentration in Early Childhood Special Education in 2013 from Old Dominion University. Since 2009, she has been a Program Leader and Assistant Teacher in the Child Development and Research Center at Old Dominion University.

Major Gifts for the Old Dominion Athletic Foundation (ODAF).

Effective

**APPROVAL OF PROPOSED REVISIONS TO THE
POLICY ON EVALUATION OF FACULTY**

RESOLVED, that upon the recommendation of the Academic and Research Advancement Committee, the Board of Visitors approves the proposed revisions to the Evaluation of Faculty, effective January 1, 2015.

Rationale: Most of the revisions to the policy on Evaluation of Faculty are editorial. Several inconsistencies exist between the Board of Visitors policy and the policy that appears in the Faculty Handbook, and these revisions make the two versions consistent.

A more substantive revision is proposed to the section on pre-tenure review. The policy currently states that the pre-

II. Procedures for Evaluation of Faculty

A. Annual Evaluation

1. In order to insure that all relevant information is included in the evaluation, all faculty members are required to submit once a year a faculty information sheet in which they detail the evidence in support of their performance in teaching, research, and service, together with whatever other information they wish to be taken into consideration by the chair and dean in the evaluation. These evaluations will be based on a faculty information sheet, student evaluations of teaching, up-to-date curricula vitae, peer evaluation of course portfolios, and such other information as the faculty or the chair wishes to include. The evaluations will comment on the performance of the faculty member in teaching, research and service and on progress toward meeting individual goals resulting from previous evaluations.

B. Evaluation Process

1. The chair, using the faculty information sheet and whatever other information is obtainable, evaluates the performance of the faculty member during the previous year and writes up the evaluation into a formal statement of the contributions of the faculty member to the department, college, and university.

set of goals for the coming year. If appropriate, the chair should make suggestions for improvement and give the faculty member a clear idea of ways in which the performance might be improved in future years.

5. Where deficiencies are noted, the chair should work with the faculty member to develop a plan to address the deficiencies and either provide resources to implement the plan, if necessary, or if resources are not available in the department recommend to the dean and provost that such resources are needed ~~be provided~~. If a pattern of deficiency in the performance of a tenured faculty member is documented from the cumulative annual evaluations, for a period of at least two years, the chair or dean shall call for an in-depth evaluation of the faculty member and may conduct a post-tenure review, as described in the Policy and Procedures on Post-Tenure Review. The chair should take particular care in the counseling of non-tenured faculty members who are working toward the criteria for tenure.
6. Copies of the faculty information sheets, the chair's evaluation, the faculty member's comments, and the dean's evaluation are retained for the record in the faculty member's personnel file maintained in the dean's office.
7. An annual evaluation is not required in the year a candidate is evaluated for tenure or for promotion to the rank of professor.

C. Appeal of Unfavorable Evaluations

1. Any faculty member who is dissatisfied with the personal evaluation prepared by the chair may present in writing additional comments or evidence to the chair and to the dean.
2. Any faculty member who is dissatisfied with the personal evaluation prepared by the dean may present in writing additional comments or evidence to the dean and to the provost and vice president for academic affairs.

D. Criteria for Evaluation

1. All faculty members will be evaluated on the basis of teaching, research, and service. The weighting of these three areas will vary from one faculty member to another depending upon the needs of the department and the particular accountabili[T]J0

2. Non-tenured faculty members, without prior teaching service credit toward

appointment.

NUMBER: 1406

TITLE: Guidelines for ~~Selection of~~ Named Chairs

APPROVED: June 15, 2004

I. Statement of Purpose and Expectations

The purpose of the award of a named chair is to recognize and give support to a full professor who has demonstrated sustained excellence in research and teaching and will significantly contribute to the University. The holder of a named chair is a person of national stature.

The recipient must have a distinguished record of accomplishments in his/her field, as indicated variously by research, publication, external funding, creative endeavors, awards and honors, and leadership positions in professional organizations. The holder of a named chair will meet all requirements (or equivalents) for the rank of full professor. Named chairs serve as models of professional accomplishment and commitment to the mission of the University. Appointments to named chair positions are for a five-year period, and they are renewable based on an in-depth performance review. Each named chair shall receive a document from the Dean, with input from the department/school chair or center director where appropriate, outlining research expectations over the next five years.

The named chair will hold a tenured, full-time faculty appointment or senior research appointment at the level of full professor. Normally, named chairs do not hold administrative posts such as department chair, dean, or provost.

II. Selection Procedures

- A. The selection and appointment procedures followed shall be fully consistent with the institution's promotion and tenure policies and other applicable personnel policies.
- B. If candidates for the named chair are sought by a national search, they may be nominated or apply. If no national search is held, candidates may be nominated by college deans, the Provost or the President.
- C. When an external candidate is an applicant for the named chair, the candidate must be reviewed for appointment according to the usual procedures and criteria of the department/school/college in which the appointment will be made.
- D. The college dean shall forward nominations for named chairs with his/her recommendation to the Provost. The nomination must include the following.

1. A letter stating the rationale for the nomination and addressing the criteria for the named chair.
 2. The nominee's curriculum vitae.
 3. A narrative description of the nominee's record of accomplishments meriting the appointment.
 4. A statement of the perceived relation of the appointment to achieving the University's mission and goals and strategic plan.
 5. A brief statement of the nominee's interests, the future direction of his/her pursuits, and perceived benefits to the University, college and department/school.
 6. The dean should provide an indication of the expected financial commitment.
- E. The Provost shall call a meeting of the Named Chair Selection Committee whose membership includes:
1. Provost, who will serve as committee chair
 2. Vice President for Research
 3. Vice Provost for Graduate and Undergraduate Academic Programs ~~Dean of Graduate Studies and Associate Vice President for Research~~
 4. Three top scholars to be named by the President
 5. Donor or a representative, if the donor chooses to participate.
- F. The Named Chair Selection Committee reviews the nominations and supporting materials and sends a recommendation to the President.
- G. The President reviews all supporting materials and makes a recommendation to the Board of Visitors for final approval of the appointment.

NUMBER: 1407

TITLE: Guidelines for ~~Selection~~ of Named Professorships

APPROVED: June 15, 2004

I. Statement of Purpose and Expectations

The purpose of the award of a named professorship is to recognize and provide support to an Old Dominion University faculty member who has exhibited sustained excellence in teaching and/or research as well as a continuing, exemplary commitment to the University.

Appointments to named professor positions are for a five-year period, and they are renewable based on an in-depth performance review. Each named professor shall receive a document from the Dean, with input from the department/school chair or center director where appropriate, outlining research, teaching, and service expectations over the next

five years. The recipient will ~~fill the requirements of the described professorship and~~ serve as a model of professional accomplishment and commitment to the mission of the University.

The recipient must hold a full-time faculty or senior research appointment at Old Dominion University.

II. Selection Procedures

The selection and appointment procedures will be as follows.

Rationale: Some of the proposed revisions to the Faculty Grievance Policy are editorial and are intended to clarify the policy. More substantive changes proposed are as follows.

The inclusion of the newly instituted Faculty Mediation program that may be requested by the faculty member during the informal resolution phase.

Provisions for electronic filing of information.

A change in the time period for review of the policy from a biennial basis to every five years.

The addition of a section on Maintenance of Records as suggested by Bruce White, University Records Manager. The new section specifies the time period required for retention of documents and indicates that the records should be maintained in the office.

NUMBER: 1470

TITLE: Faculty Grievance Policy

APPROVED: June 15, 1978; Revised May 15, 1982; Revised June 15, 1989; Revised November 14, 1990; Revised June 22, 1995

I. General

A. Purpose

The purpose of this policy is to supplement the administrative and academic procedures of Old Dominion University and to provide a grievance procedure which will insure academic due process and fair treatment for faculty.

B. Application

Only faculty under full-

2. An action, refusal to act, or a failure to act by an administrative officer of the university which was arbitrary, capricious, unreasonable, or contrary to the facts.

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1. The complaint and all records developed during the inv

- c. a description of the events leading to the action, refusal or failure to act about which the faculty member is grieving;
 - d. a statement of the injury suffered by the faculty member and the date thereof; and
 - e. a statement of the remedy sought by the faculty member.
3. The written statement should be no longer than 1,000 words.
4. The faculty member should attach to the written statement copies of relevant documentation.
5. Except in cases involving personnel actions, the written statement of grievance shall be filed with the chair of the Faculty Grievance Committee within ninety (90) days of the date that the faculty member suffers the alleged injury. In those exceptional cases when the faculty member can demonstrate that he or she did not know, or have reason to know, of the grievance within ninety (90) days, the Grievance Committee may extend this period to one hundred and eighty (180) days. If the faculty member's grievance concerns a series or pattern of injurious

C. Withdrawal and Settlement of Matters Before the Committee

The faculty member in any matter before the Grievance Committee may withdraw the matter at any time during the committee's proceedings without the ~~need of the~~ committee's or a hearing panel's approval. Such a settlement removes the matter from the jurisdiction of the committee and closes the case. The committee or a hearing panel may take whatever steps it deems necessary and appropriate to encourage settlement.

IV. Decision by the President

Committee members received information on one request for a leave of absence without compensation. In the report from the Provost, Carol Simpson highlighted the major accomplishments from the 2009-

STUDENT ENHANCEMENT AND ENGAGEMENT COMMITTEE

Lisa Smith presented the report of the Student Enhancement and Engagement Committee on behalf of the chair, who was called away early from the meeting. Ms. Smith reported that Vice President Ellen Neufeldt updated the committee on the Ebola protocol for the University. The University is current with the education plan for sexual assault, dating violence and stalking prevention. To this end, all students have received educational information. The education plan continues throughout the year and focused training for student organizations will be held in the spring semester. Upcoming protocol and policy month of December. Dr. Neufeldt also shared the retention rate was 81% and the 6-year graduation rate was 52%, and showed data that engaged students at ODU have higher grades and graduated at a higher percentage.

Rodin Ndandula, student representative to the Board, updated the Committee on recent campus events and initiatives. He highlighted events such as Homecoming, the Strome Dedication and Entrepreneurship Wggm. J q o geq o kpi. "cpf" QFWøu" Public Service Week. Rodin introduced Christopher Ndiritu, student body president, who spoke about the Student Government Association and its involvement with the campus community.

Chief Rhonda Harris reviewed the year-end Clery crime statistics and provided an overview of recent police successes in investigating and solving criminal incidents that occurred both on and off campus.

Athletic Director Wood Selig reported that cmm" ogpøu" cpf" yq ogpøu" rtqitcou" ogv" qt" exceeded APR standards for post-