

BOARD OF VISITORS
Academic Affairs Committee Meeting
March 17, 2007

MINUTES

Ms. Renitalynette K. Anderson, Chairperson, called the meeting to order at 7:30 a.m. Roll call indicated that the following Committee members were in attendance and that a quorum was present.

Committee Members Present:

Ms. Renitalynette Anderson, Chairperson

Ms. Judith L. Rosenblatt

Mr. Wade W. Perry, Jr.

Other Board Members Present:

Mr. Jack L. Ezzell, Jr.

Ms. Viola M. Madison

Mr. Henry D. Light

Members of NSU Staff Present:

Dr. Carolyn W. Meyers, President

Dr. Alvin J. Schexnider, Executive Vice President

Dr. Elsie M. Barnes, Vice President for Academic Affairs

Ms. Pamela Boston, University Counsel and Special Assistant Attorney General

Ms. Sharon Hoggard, Acting Executive Director of Communications & Marketing

Dr. Dorothy L. R. Jones, Associate Vice President for Academic Affairs

Dr. Curtiss Wall, Professor, President of Faculty Senate

1. CALL TO ORDER

Ms. Renitalynette K. Anderson, Chairperson, asked for the approval of the minutes from the December 8, 2006 meeting. The minutes of the December 8, 2006, meeting were approved as amended.

2. DISCUSSION ITEMS

- **Tenure and Promotion Levels by School.** For AY 2006-2007, there are 277 full-time faculty members, of which 48 percent are tenured and 38 percent are full professors. There are 112 part-time (adjunct) faculty members. Adjunct faculty members are not eligible for tenure nor do they hold academic rank.
- **FTE Student-to-Faculty Ratio and Other School Data.** For Fall 2006, the FTE student-to-faculty ratio is 17:1.
- **The ABCs of Tenure and Promotion.** Dr. Barnes provided the Committee with a brief overview of the promotion and tenure processes at NSU. She reviewed the definitions, types of appointments, evaluation categories, academic ranks, and criteria for promotion and tenure at each academic rank.

Several committee members queried Dr. Barnes regarding the benchmarks for appropriate tenure rates at NSU.

- **Faculty (Manual) Handbook Update. Faculty Handbook:** Dr. Barnes indicated the following areas of concern by the Faculty Senate were resolved.
 - **Certification of Graduate Faculty.** The Graduate Council with the approval of the appropriate dean and the Vice President for Academic Affairs establishes the criteria for the certification of graduate faculty.
 - **Sick Leave Plan.** The sick leave plan will remain as is. Sick leave will be charged against instructional time only.
 - **Post-Tenure Review and Renewal Plan.** An earlier version of the revised Faculty Handbook included a renewal plan that stipulated “every tenured faculty member will undergo a mandatory tenure renewal every seven (7) years.” The renewal plan was eliminated, and consensus was reached by strengthening the post-tenure review process. With the revised Handbook, failure to meet minimal obligations and standards for an annual peer evaluation for any year will trigger post-tenure review.
 - **Two-thirds (2/3) Tenure Cap.** The section regarding the two-thirds tenure cap was removed from the Handbook.

- **University Review Committee.** The University Review Committee is responsible for reviewing all promotion, tenure, change in contract type, leave, and sabbatical cases that have not been approved at the department or school levels as well as all disputes regarding annual peer evaluations upon referral by the school dean.

3. CLOSED SESSION

It was motioned, seconded, and unanimously approved to move to adjourn and reconvene in closed session, as permitted by §§ 2.2-3711.A. 1 and 10 of the Code of Virginia, for the specific purpose of discussing promotion, tenure, and honorary degrees.

4. ACTION ITEMS

The Norfolk State University Board of Visitors Academic Affairs Committee having reconvened in open session, took roll call vote on certification that (i) only public business matters lawfully exempted from open meeting requirements, and (ii) only such public business matters as were identified in the motion by which the Academic Affairs Committee closed meeting was convened were heard, discussed or considered in the meeting by the Committee. Any member of the Committee who believed that there was a departure from the requirements as stated above, was asked to so state prior to the vote, indicating the substance of the departure that in his or her judgment has taken place.

Committee members who certified the motion:

Anderson	yes
Rosenblatt	yes
Perry	yes

The Committee voted on the following action items:

The Committee agreed to support the recommendations for promotion and to present the recommendations to the full Board for approval.

The Committee agreed to support the recommendations for tenure and to present the recommendations to the full Board for approval.

The Committee agreed to support the recommendation to approve the Faculty Handbook and to present the recommendation to the full Board for approval.

The Committee agreed to support the recommendations for honorary degree and to present the recommendations to the full Board for approval.

5. INFORMATION ITEMS

- **SACS Update.** The Compliance Readiness Audit has been completed, and the invited SACS Staff Advisory visit is scheduled for April 24, 2007.

- **SCHEV Update.** The Code of Virginia requires that the State Council for Higher Education for Virginia develop a six-year plan for higher education. In late 2006, SCHEV formed a Strategic Planning Advisory Committee (SPAC) to provide crucial guidance in developing a six-year plan for higher education.

6. OTHER BUSINESS

Ms. Anderson queried the Committee for additional business. There was no additional business. The meeting adjourned at 9 a.m.

Respectfully submitted,

Elsie M. Barnes, Vice President for
Academic Affairs

Renitalynette K. Anderson, Chairperson