

Provost's Council Meeting of Thursday, September 13, 2018

Location: Bacon-Crary Meeting Room, 9:07 am - 12:05 pm

In attendance: Provost Ehab Abdel-Rahman, Associate Provost Alaa-Eldin Adris, Associate Provost Aziza Ellozy, Associate Provost John Swanson, Associate Provost Ahmed Tolba, Dean Shahira El Sawy, Dean Ghada Elshimi, Dean Sherif Kamel, Dean George Marquis, Dean Adham Ramadan, Dean Alia Shoeib, Dean Robert Switzer, Associate Dean Zeinab Amin, Associate Dean Shahjahan Bhuiyan, Ms. Yvette Isaac, Ms. Kathleen O'Neill

1. **Approval of the Agenda (2 minutes)**
 - a. Motion to approve.
 - b. Seconded
 - c. Approved

2. **Approval of the Minutes:**
 - a. Correction: Robert Switzer needs to be replaced with Marco Pinfari
 - b. Motion to approve agenda number 8 immediately so we can proceed with agenda for today. The remaining parts of the minutes will be approved at the following meeting.
 - c. Section 8 criteria for dean emeritus approved.

3. **Announcements**
 - a. Ghada Elshimi requested deans, other than HUSS, to identify writing intensive courses within their programs. She will resend the request via email.

4. **Reorganization of the Provost's Office**
 - a. Faculty affairs under Yvette Isaac, with Injy Abbas and Caroline Hany
 - b. Sherif El Sheemy and Nada Zaki are now responsible for planning and finance.
 - c. There is a new position responsible for academic affairs projects. Kathleen O'Neill applied and was appointed to the position. Menna Arafa is still responsible for the Provost's calendar, but she now reports to Kathleen.
 - d. We are also hiring two new positions for communications and events.

5. **Exceptional Merit Pay Overview**

Review of the breakdown of the faculty merit bonus. The Board of Trustees did not approve a salary increase so this is a bonus that is not reflected as a change in the base pay.

Comment: Even though we may live in Egypt that does not mean that we have all of our expenses exclusive to Egypt.

Provost Abdel-Rahman said that he is doing calculations now to analyze the impact of devaluation on salaries in light of inflation and cost of living.

6. **Admission and Enrollment Update for Fall 2018**

We started a new system this fall in which we concentrate enrollment during fall intake. We used to enroll 1000 in the fall and 250-300 in the spring. This year we enrolled 1200 in the fall and will only admit about 50 in the spring to replace the students we lose. This change is the result of the fact that we are not admitting great, qualified students in the fall due to quota restrictions. Meanwhile the caliber of the applicant pool for spring enrollment is a lower.

7. **Report on Future of the Graduate School of Education**

Provost Abdel-Rahman introduced the topic by saying after the review of the task force report, we need to vote on the future of the GSE to either remain a school or transform into a department.

Review of the presentation.

Vote to keep the school as a school, with the plan and the expected resources.

A no vote would mean that the school would be shrunk to a department under HUSS.

Motion to vote seconded.

Vote was a tie 7-7. The provost sided with turning the school into a department. The provost's side was the deciding vote.

VOTE: GSE will be converted to a department.

8. **Review of the Authorship Guidelines and Vote for Adoption**

Review of the presentation.

Motion to approve the guidelines and send to the Senate's Academic Affairs Committee for review.

Approved, unless significant changes come forward from the URB.

9. **College Bound: AUC Program for High School Students**

Review of the proposal and thinking behind the program.

Motion: Any objection to the program?

No objection

ACTION ITEM: Send to the Chair of the Senate and request to present to the Senate floor.

10. **Quality of Education Action Plan Follow Up**

Review of the action plan.

DEADLINE to receive input from deans: Two weeks from today (27 September).

11. Program Assessment and Viability Studies

Request to review the documents and submit feedback. We want to make the announcement to the departments by a week from Sunday (23 September).

Our intention is to do three things: 1) Revive department reviews that were devised by Lisa Anderson when she was Provost. Departments that have undergone accreditation or accreditation affirmations will serve as the basis for these reviews. 2) this will lead into program reviews. We have approximately 90 programs offered by approximately 30 departments. 3) Viability studies. The information should feed off of each other.

Program reviews:

Every program will employ a viability review. The purposes are 1) to identify healthy programs. 2) to identify programs that have notable weakness that need to be addressed. 3) identify programs that are not healthy and need major modifications. 4) identify programs that may need to be closed.

The intention is to complete some of these reviews this semester, and then next semester form a committee, that may include people from outside, to review the reports and make recommendations.

Deadline: Next Provost's Council meeting AP-AES will provide a template for the studies. The Provost should be copied on all feedback on the documents to AP-AES.

[Dean Shahira El-Sawy excused herself from the meeting.]

12. Dean Emerita Status for Shahira El-Sawy

Associate Dean Lamia Eid presented the case and accomplishments of Dean Shahira El-Sawy.

Motion to bring to vote the awarding of Dean Shahira El Sawy Dean Emerita status.

Motion seconded.

Vote: Unanimous vote to award Dean Shahira Emerita status.

13. AOB

There are 15 centers on campus. Some of the centers offer degrees. This is not a center review or a department review. This is a program review. AP-AES and AP-RIC will coordinate on this issues.