

**Provost’s Advisory Council
Summary of December 11, 2015 Meeting**

Can Erbil (Chair)	Stephanie Berzin	Thomas Wall
Min Song	Mark Brodin	Barbara Jones
Anthony Annunziato	Lillie Albert	John Rakestraw
William Keane	Laura O’Dwyer	David Quigley
Susan Michalczyk	Theresa O’Keefe	Patricia DeLeeuw
Devin Pendas	Daniel Chambers	Thomas Chiles
Judith Clair	Sasha Tomic	Akua Sarr
Samuel Graves	Gregory Kalscheur, S.J.	Nanci Tessier
Marie Boltz	Susan Gennaro	Jessica Pesce

1. **The summary of the October 29, 2015 meeting was approved.** It will be sent to the President’s Office. All summaries are posted on the Provost’s Office website; members are encouraged to share them with colleagues.

2. Update on Woods College of Advancing Studies—James Burns, IVD, Dean, WCAS

Fr. Burns discussed the Woods College’s mission to meet the needs of full and part-time students from a wide variety of backgrounds. The school provides flexibility with non-traditional formats, including evening and weekend classes. Woods is launching new graduate programs that use technology, meet student demands, and respond to societal needs. The school has revised the Boston College Summer Session and also developed high school summer programs for rising seniors to familiarize them with college.

Woods recently ended the master’s in administrative studies program and in its place launched a leadership and administration master’s degree. The school has also developed new master’s programs in applied economics, cybersecurity (starting in January), and health administration, which will be the first online master’s degree at BC. The school has also recently revised its core curriculum, redesigned all majors, and implemented eight undergraduate certificates that were created with the help of BC faculty and employers in the designated fields. Fall enrollment in the leadership and administration program was up 8%; specializations within the program include HR management, sports leadership, executive leadership and organizational development, corporate communications and marketing. The new master’s in cybersecurity, policy, and governance was designed with help from external advisors as well as CSOM, Law, and Computer Science faculty at BC; it is designed for CIOs or those in similar positions and can be completed in 16 months.

Woods has been seeing increased enrollments at the graduate level over the past 2 years. One challenge is that many students in its target audience do not know Woods exists; people opt for more widely marketed schools like the Harvard Extension School. Typical undergraduate students at Woods are 22.5 years old, which is about 10 years younger than their peers at similar evening/extension schools. The average Woods graduate student is 31 years old.

Woods students are more likely to be male, which also differs from the institution's peer schools. Time to degree is 7 years for undergraduates, 2.5 years for graduates.

In the past year, Woods has updated its website, worked with the Office of Marketing Communications, devised a new financial approach, and entered into a partnership with Educate Online. For the future, Woods should respond quickly to the current needs of the market, as it has with cybersecurity and health care administration. Woods also would like to focus on marketing in the future. There are high quality programs at Woods, but it has been challenging to get people to take notice.

Woods has an articulation agreement with Mass Bay Community College. In the future, they would like to have similar agreements with Bunker Hill and Middlesex so that students can start at any of these community colleges and then finish a bachelor's degree at Woods. This model saves students money and fits in well with BC's mission.

3. Draft Policy for Reasonable Accommodation for People with Disabilities—David Trainor, Vice President for Human Resources

David Trainor joined the group to talk about a draft of a policy for reasonable accommodation for faculty and staff with disabilities. In the past, cases were handled on a departmental basis, so department chairs were occasionally called on to evaluate medical information. Standardizing the process and taking it out of departments will alleviate the burden on department chairs as well as protect employees' privacy regarding medical records. Some Council members asked about the associated expense or scheduling issues that might arise when making accommodations. David Trainor, Mike Lochhead, and David Quigley will work with Deans and Vice Presidents to determine reasonable expenses.

David Trainor said that the policy aims to protect the faculty or staff member while helping them succeed with appropriate resources. He said that members of the Council can share this drafted policy with their departments. There was a question about the status of student employees; David said that students should be directed to Disability Services in Student Affairs. A Council member noted in the 3rd section of the draft policy it says, "including student employees." This language should be reviewed in order to clarify the statement.

Another Council member asked who at BC will be evaluating accommodations and making decisions. David said it will likely be Judy Ferres in the Office for Institutional Diversity, who works mainly on accessibility and accommodations. Another member asked about how to address scheduling accommodations while at the same time maintaining an employee's privacy. Information about disabilities is kept in HR under lock and key. Only the Office for Institutional Diversity and David Trainor have access to it.

Susan Gennaro noted that it is the legal responsibility of the institution to ensure that public events are accessible. This burden has typically fallen to individual event organizers in the past, but it would be more useful to have a central place to provide assistance.

4. Provost's Report

The VP for Student Affairs, Barb Jones, updated the group on the outbreak of Norovirus at BC. There have been 150 confirmed cases so far. The illness was brought to the administration's attention because several athletes felt ill, and it was discovered that they had all eaten at the same Chipotle location. A message was sent to all coaches asking them to have their teams stay away from the restaurant. At 9:15 am on Monday, BC officials notified the Public Health department, and Chipotle was closed down. After samples sent to a lab confirmed it was Norovirus, administrators notified students at 3:15 pm on Tuesday. On Wednesday, an announcement went out to the whole BC community with information from the CDC regarding the virus and how to respond to it. Those affected are contagious before they are sick and 3 days after the symptoms pass. Public Health officials examined BC's food service areas and found no evidence of the virus. Council members said it would have been helpful for faculty to receive additional messaging directly from the Provost's Office. Many faculty heard from students or friends first.

Barb Jones gave an update on student activism on campus. The Eradicate group and the UGBC have lists of changes they would like to see implemented on campus. UGBC presented a working document of proposals to the Student Life committee at the Board of Trustees meeting. Last Monday, many senior administrators including the Provost, several Deans and Vice Provosts had dinner with students and listened to their concerns. The Dean of Students' office is working on creating a bias incident response process. We are also looking for ways that the CTE and other existing groups on campus can create programming in the spring that will focus on inclusive practices. Students would also like to see more hiring and retention of diverse faculty. Faculty hiring is done at the departmental level, so the work of diversifying the faculty begins with current faculty who choose new faculty hires with the support of deans and the Provost's Office. There has been progress made in this area over the last 10-15 years.

A faculty and staff experience survey was conducted in fall 2015, the first ever for faculty and the first for staff since 2006. Results will be discussed at the April faculty forum.