

Chicago State University  
Board of Trustees  
Academic and Student Affairs Committee Meeting Minutes  
Academic Library – Auditorium, Room 415  
December 14, 2012  
8:45 a.m. – 9:55 a.m.

Board Members Present

Trustee James T. Joyce, Chairman  
Trustee Michael Curtin  
Trustee Gary L. Rozier  
Trustee Anthony L. Young  
Trustee Stephanie Sanchez, Student Representative

Board Members Not Present

Trustee Zaldwaynaka “Z” Scott  
Trustee Lisa Morrison Butler

Others Present

Dr. Wayne Watson, President of Chicago State University  
Mr. Patrick Cage, Esq., General Counsel for Labor and Legal Affairs  
Dr. Sandra Westbrook, Provost and Senior Vice President for Academic Affairs  
Dr. Paul Musial, Faculty Member of the Mathematics & Computer Science Department  
Dr. Debrah Jefferson, Academic and Student Affairs  
Dr. William Raynovich, Vice President of the Faculty Senate  
Ms. Angela Henderson, Vice President of Enrollment Management and Student Affairs  
Ms. Farah Muscadin, Esq., Director of Intergovernmental Affairs, Office of Board of Trustees and Governmental Affairs  
Ms. Christy Harris, Board Liaison Coordinator

1. Call to Order

Trustee Joyce called the meeting to order.

2. Roll Call

A quorum was verified and roll call was taken.

3. Verification of Meeting Notice

The meeting notice was posted as mandated by the Illinois Open Meetings Act.

4. Action Item

**a. Approval of the Previous Meeting Minutes**

**Trustee Young moved to approve the previous meeting minutes.**

**Chairman Rozier seconded the motion. The motion passed as follows:**

**Ayes: 5**  
**Nays: 0**

5. Information Items

a. Academic Affairs Update

Dr. Sandra Westbrooks, Provost and Senior Vice President for Academic Affairs, informed the Board of the following highlights with respect to the accomplishments for Academic Affairs:

- College of Arts and Sciences: Dr. Westbrooks informed the Board that a faculty member has his art work commissioned at the Museum of Contemporary Art. Additionally, CSU students auditioned and were selected to join Barbra Streisand in concert when she performed in Chicago.
- College of Education: Dr. Westbrooks stated that the College of Education received re-accreditation by the National Council of Teacher Accreditation with no weaknesses cited and that the College is to be commended for this outstanding accomplishment. Additionally, Dr. Westbrooks stated that since the last Board Meeting, the College of Education had 10 faculty publications.
- College of Health Sciences: Dr. Westbrooks informed the Board that the Nursing Program is preparing for their re-accreditation visit, which is scheduled for February 12-14, 2013.
- College of Pharmacy: Dr. Westbrooks informed the Board that the College of Pharmacy has a preliminary pass rate of approximately 98 percent on the licensure exam for the 2012 Class of Pharmacy, which exceeds the state and national pass rates. Additionally, the 2016 Class of Pharmacy is approximately 95 students, one of the largest pharmacy classes to date.
- College of Library and Instruction Services: Dr. Westbrooks provided the Board with an update on the Learning Assistant Center, which works a seven-day a week schedule to provide tutoring services to CSU students. Dr. Westbrooks stated that the Learning Assistant Center had approximately 1,500 tutoring sessions, 400 study sessions and more than 250 students who visited the Center for services during the fall 2012 semester. The CSU tutors are nationally certified.
- Honors College: Dr. Westbrooks stated that the Honors College has research assistantship proposals for students. To date, eight (8) students have submitted proposals with research agendas.
- Office of International Programs: Dr. Westbrooks stated that the Office of International Programs hosted International Education Week and the Opening Ceremony featured the consulate general of South Africa.

Additionally, Dr. Westbrooks informed the Board that CSU has four (4) Academic Program Reviews scheduled for fall 2012 and six (6) Academic Program Reviews scheduled for spring 2013. The Reviews assist CSU in identifying the strengths of each program and where to put more focus. Dr. Westbrooks stated that the program reviews are in accordance with the Illinois Board of Higher Education (IBHE), which requires every program be reviewed at least once during the five-year period.

*Trustee Young asked who conducts the Review.*

Dr. Westbrooks responded that CSU has an Academic Review Committee and that they conduct the Review.

*Trustee Young asked is the review for the IBHE.*

Dr. Westbrooks responded that the review includes a cost-study, looking at the productivity of the program's faculty, as it relates to course load and research agenda, as well as learning outcomes and assessments. IBHE will assist state universities in using the program reviews to make administrative decisions.

Dr. Westbrooks also informed the Board that last year, CSU started a pilot of evaluating on-line courses and beginning in spring 2012, the University moved to an electronic evaluation of courses. The response rate was approximately 41 percent. There are three (3) levels of evaluation concerning the instruction and the faculty member. Students must complete the evaluation before receiving their final grades. This fall, CSU had an approximate 44 percent response rate with the evaluations and approximately 9,200 evaluations completed on-line.

*Trustee Joyce commended Dr. Westbrooks for the good news from Academic Affairs.*

## 1. Faculty Senate Update

Dr. William Jason Raynovich, Assistant Professor of Music and Vice President of the Faculty Senate, provided the Board with a report from the Faculty Senate. The Faculty Senate met seven (7) times this semester making this semester one of its most active years. The Faculty Senate has received office space and a budget and has been active with facilitating and creating policies. The Faculty Senate has developed a student athlete attendance policy. The Faculty Senate has a resolution that would allow one Faculty Senate Executive Committee Member to attend the pre-Board Meetings and a Board Member would attend the Faculty Senate Meeting. The Faculty Senate aspires to have a better dialogue with the Board of Trustees.

Additionally, the Faculty Senate welcomes the new athletic director, Mr. Dan Schumacher, and the new director of Information Technology, Mr. Prashant Shinde. The Faculty Senate recognizes Dr. Napoleon Moses, Chief of Staff, as a great asset to the institution.

*Chairman Rozier thanked Dr. Raynovich for the report and asked him to expand on his thoughts around the stated disconnect between the Faculty Senate and the Board of Trustees.*

Dr. Raynovich responded that the Faculty Senate would like more explicit responses to their questions that they raise and that they are requesting more interaction with the Board of Trustees.

*Chairman Rozier responded that he will work with Trustee Joyce and Dr. Moses to develop more clear ways to communicate with the Faculty Senate.*

## 2. Higher Learning Commission (HLC) Accreditation Update

Dr. Paul Musial reported on the HLC Visit that took place from November 12-14, 2012. He thanked the faculty and staff who worked on the Steering Committee and helped with preparing for the visit. Dr. Randy Smith led a HLC team of approximately eight (8) individuals, representing faculty members from throughout the Midwest. The team visited CSU to conduct the HLC visit. Over 200 CSU students attended the Student Meeting and the Staff Meeting was very well attended.

Dr. Musial stated that the HLC team was impressed by the number of approximately 70 assessment coordinators and the number of faculty members involved in this capacity. The HLC team read the CSU self study and requested additional information. The HLC should have a draft report to CSU by December 14, 2012 where CSU can respond to any Errors of Facts in the draft, if any exist. Dr. Musial stated that that the final report from the HLC is due in January and that CSU should receive a final decision in spring 2013. The HLC would return four (4) years later.

*Chairman Rozier thanked the HLC Steering Committee for their great work and Trustee Joyce commented that the information from the HLC Steering Committee has been great.*

### b. Enrollment Management and Student Affairs Update

Vice President Angela Henderson gave an update on enrollment management and student affairs for this quarter. Vice President Henderson congratulated CSU on a wonderful commencement on December 13, 2012 where Governor Pat Quinn served as the commencement speaker. She stated that CSU received many positive comments on social media regarding graduation.

Vice President Henderson then recognized CSU students who participated in the Thurgood Marshall Conference in New York City this fall where some of the students interviewed with companies. Ms. Sophia Edwards, Assistant Director of Student Activities, accompanied the students to New York. Vice President Henderson thanked Ms. Edwards and Dr. McKinney for preparing the students. The students introduced themselves to the Board of Trustees.

*Trustee Joyce congratulated the students on attending the Thurgood Marshall Conference.*

Vice President Henderson gave an update on the fall 2012 enrollment with the following highlights:

- CSU had approximately 6,107 students enrolled, which is approximately 775 students less than fall 2011.
- The lower enrollment is primarily due to the following:
  - 1) Increasing academic requirements and standards for admission.
  - 2) Requiring students to maintain at least a 2.0 GPA or better.
  - 3) Changing the percentage of the freshman class that is enrolled in the University College Program. The University College Program allows students who are not at college level to enroll as freshmen and to enroll in the program.

*Chairman Rozier asked about the percentage of the freshman class enrolled in the University College Program.*

Vice President Henderson responded that approximately 50 percent of the freshman class represented students enrolled in the University College Program. CSU is changing the mix of the freshman class for more students in good academic standing. Vice President Henderson also stated that increasing the academic standards for admission has decreased the percentage of University College students comprising the freshman class.

Vice President Henderson stated that CSU also requires interviews for student admission and that sometimes students must attend a Summer Bridge Program to help them prepare academically for the fall. Additionally, the change in the financial aid policy with the PELL grants has impacted the student population.

Vice President Henderson reported that approximately 300 high school students will be attending the Salute to Scholars Event at CSU on December 14, 2012. These students have a high G.P.A. and ACT score and have already completed a CSU application and submitted their transcripts to the University. The Salute to Scholars is a recruitment activity for CSU.

Additionally, Vice President Henderson stated that on January 14, 2013 classes will resume and to date, approximately 53 percent of students have already registered for the spring semester compared to approximately 44 percent registered this time last year. For fall 2012, approximately 57 percent are enrolled full-time and out of the total student body, approximately 29 percent are men and 71 percent of women.

Vice President Henderson also highlighted the following:

- CSU hosted the Steve Harvey Mentoring Program.
- CSU launched the I Heart Radio Application. CSU students can be heard globally.
- CSU has developed a Year-In-Review Video on the faculty/student participation for 2012.
- The Office of Enrollment Management and Student Affairs has updated their website with fact books on historical enrollment and faculty data at CSU for the last 10 years.

## 6. Public Comments

Faculty Member Sarah Austin in the Department of Occupational Therapy commented that the front door of the library was locked this morning. She thanked President Watson and Dr. Moses for conducting an employee satisfaction survey this summer and fall and hosting a workshop to discuss the results. She encouraged the Board and Senior Staff to keep this process going. Ms. Austin then commented about the review of Dr. Wanda Mahoney's retention.

Dr. Debrah Jefferson, with Academic and Student Affairs, responded that management made a decision regarding Dr. Mahoney and that this decision was communicated to Dr. Mahoney.

No additional comments from the public or employees.

## 7. Adjournment

**Chairman Rozier moved to adjourn the meeting. Trustee Young seconded the motion. The motion passed as follows:**

**Ayes: 6**  
**Nays: 0**

The meeting adjourned at 9:55 a.m.