

Provost Council

July 14, 2010

Present: Robin Benny, Richard Darga, Richard Milo, Tiffany Hope, Sylvia Gist, Cecilia Bowie, Derrick Collins, Joseph Balogun, Rachel Lindsey, Leticia Carillo, Jerald Henderson.

Guests: Ce Cole Dillon, Romi Lowe, Andre Bell

- 1) June 16 2010 minutes approved with correction.
- 2) Enrollment Updates: (Lowe) It looks like the numbers of enrolled students are going down. July is typically the month when we get a surge of enrollments.
- 3) Senior and Certificates Updates: (Lowe) From the 2005 cohort, 88 students are left on campus. We need to identify the courses these students need to graduate in May 2011. If we get 86 of 88 graduated in May 2011, graduation rates will go up to 30%. Only 47 students are on the list of students with over 180 credit hours. Sixteen students graduated. Of the original 867 students who have earned 120-179 credit hours, 229 have graduated. Some students with 180 hours are students who are seeking second degrees—some of first 63 were second-degree students, too. Pre pharmacy students are often second degree students, for example.
- 4) Freshman Experience Updates: No report.
- 5) Withdrawal Survey Results: (Henderson) Dr. Henderson reported that there had been 28 withdrawals in Spring 2010, that most who withdrew were 18-24 in age, and that freshmen withdraw in highest numbers. Next highest number of withdrawing students juniors. Students report that Inadequate financial aid is top reason for withdrawal. There are questions regarding the small number of withdrawals—28—other information suggests that more than 400 students withdrew. It is unclear precisely how many students withdrew. Dr. Henderson will explore the source of the data and determine an effective way to capture data on students who withdraw from the university. Last year's number was around 149.
- 6) PIN Distribution: (Benny) A meeting was held including staff, students, advisors, faculty, and department chairs to discuss whether or not students misuse their PIN numbers and change their schedules to courses they are not advised to take, and if this practice leads to delays in graduation. The group agreed that it is not clear that delays in graduation are frequently caused by student misuse of PIN numbers. Several recommendations were developed, including but not limited to limiting PIN number access to students who demonstrate misuse and strengthening CAPP training for students and faculty advisors. Dr. Westbrook commented that no student should be able to say that they didn't graduate because a course is not offered. We will offer a course if a student needs it—we must be sure, however, that the student is actually ready to graduate before working to ensure necessary courses are offered.
- 7) Hiring Tutors, Validating Work Hours, etc.: (Westbrooks) Fiscal Officers and student-worker supervisors must be extremely careful when they sign off on student time sheets. Students are not to work more than 15 hours per week, but there has been a case in which a department chair signed off on a student who worked more than 20 hours per week. This concern is especially serious when students must be paid more than was originally encumbered for their work. No one should be sending override forms for administrators.

- 8) Getting Ready to Accept New Students and Faculty: (Westbrooks) Painting has begun to prepare for fall, as well as other projects that will ensure that classrooms and faculty offices are ready for the fall semester. Deans are encouraged to make sure that Mr. Orr is aware of any projects that need to be done before the beginning for fall semester.
- 9) iPad and other Technology Updates: (Dillon) All servers are up, but only off campus, not on campus. Those who need to can go to IT department to run critical reports. The cause of the current difficulties in getting web access is the obsolete infrastructure—switches are so old that they can't be maintained. IT encourages everyone to unplug all devices from the network that are not critical. Some data ports will also be closed. It is critical to take pressure off the network. When the campus becomes wireless, it may take some pressure off the network. Wireless coverage will be expanded to the borders of the campus. Dr. Westbrooks pointed out that every year in fall term for many years, the system goes out during registration—can we ensure that it won't happen during this coming registration (fall 2010)? Dillon answered that part of what happens in fall is the hot weather and the lack of cooling on campus—all result of deferred maintenance. Apple iPad training is coming. Ad Astra will be up in fall. Students can do “what I” analysis in Ad Astra portal. Ad Astra will tell students what effect changes in course schedules will have on their graduation date. Campus email will be moving from gmail to Outlook Exchange. The next Banner upgrade will occur in October. Informatica will come on line as a reporting tool, and Argos will go away. Media services have been integrated with IT and more video will be available within the portal. Darga is doing IPAD orientation—how to use. Next is training on use in the classroom.
- 10) Senior Audits Updates and Course Schedules/Templates: (Lowe) All deans are asked to return the template provided, and they must fill in all blanks in the form so that it is clear precisely who needs what class offered so these students can graduate. So far, forms have been received from only two deans.
- 11) No overrides will be approved for administrators except: 1) prior approval, 2) serving in an interim capacity. Dr. Westbrooks will not sign off on these unless there has been prior approval.
- 12) Announcements and Other Matters: Dr. Rowan submitted the **Assessment Report**. All graduate and undergraduate programs participated in assessment this year. Most programs continue to take actions to modify the curriculum to increase student learning. Most programs are making headway in terms of publicizing assessment results and student learning. Assessment of Academic areas is on track. Dr Henderson is responsible for non-academic assessment. The non-academic units are not on track. Henderson is uploading a link on the website where there will be an assessment handbook and all necessary forms. Dr. Davis is helping with training on how to conduct assessment. Henderson reports that some units have problems envisioning how they support student learning and thus assessing their effect on it. Twenty-eight non-academic units have direct effect on academic side—only 7 have responded to requests for information about their assessment practices. Some employees resist doing assessment tasks without overrides and supervisors must put pressure on them. Some employees are too new to be effective.

CSU Physics students were highlighted in the SPS Observer publication.

The Masters in Public Health was approved by the IBHE in June.

Library circulation is up 15%

Bud Billiken Parade participation —on Friday close to 150 students will be in orientation sessions in SUB for instruction on presenting CSU while marching in the parade. Administrators will participate in the parade also.

CSU no longer has a director of student activities nor an assistant director—recommendations of personnel who can fill interim positions in these area are being accepted. CSU is looking outside for a Dean of students, but from outside. A meeting with an candidate for Interim Director of Sponsored Programs has been scheduled.

The College of Business is working on going global and is joining an initiative that will allow students to do course work during regular terms, but visit countries such as Viet Nam or India during breaks. Language teachers are needed to assist in developing business language instruction.

Kudos to Dr. Gist for submitting Promise Neighborhood proposal – she got a grant to support neighborhood efforts proposed by President Watson.