

Chicago State University  
Board of Trustees  
Academic and Student Affairs Committee Meeting Minutes  
Academic Library – Auditorium, Room 415  
December 9, 2011  
8:56 a.m. – 10:03 a.m.

Board Members Present

Trustee Gary Rozier, Chairman  
Trustee James T. Joyce  
Trustee Adam L. Stanley  
Trustee Stanley L. Young  
Trustee David Anderson, Student Representative

Board Members Not Present

Trustee Zaldwaynaka “Z” Scott  
Trustee Lisa Morrison Butler

Others Present

Mr. Wayne Watson, Ph.D., President  
Mr. Patrick Cage, Esq., General Counsel for Labor and Legal Affairs  
Mr. Matthew Harris, Director of Admissions  
Ms. Sabrina Land, Director of Marketing & Communication  
Dr. Paul Musial, Faculty Member of the Mathematics & Computer Science Department  
Dr. Leslie Roundtree, Co-Chair for Occupational Therapy  
Dr. Juanita Sharpe, Chair, Biology  
Dr. Sandra Westbrooks, Provost and Senior Vice President for Academic Affairs  
Ms. Bonnie Phillips, Administrative Assistant  
Dr. Erma Brooks Williams, Associate to the President for the Board of Trustees and Governmental Affairs

1. Call to Order

Trustee Rozier 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 Previous Meeting Minutes**

**Trustee Stanley moved to approve the previous meeting minutes. Trustee Joyce seconded the motion. The motion passed as follows:**

**Ayes: 5**

**Nays: 0**

5. Information Items

a. Academic and Student Affairs Update

Dr. Westbrooks reported on the following accomplishments:

Professor Pharaz Whitted’s third album was in the top ten for North America; Dr. Edmundo Garcia has led a team of CSU faculty and six students to CERN (Switzerland) to perform research; Dean Derrick Collins, in collaboration with U. S. Senator Mark Kirk is managing the Entrepreneurial Competition; Dr. Garrard McClendon won the Chicago Emmy on November 6, 2011; Dr. John Agada has developed two certificate programs; Dr. Sarah Austin has completed a book chapter; Dr. Miriam Mobley Smith has been appointed

to the Centers for Medicare & Medicaid Services Advisory Panel; The Honors College inducted its most diverse and qualified cohort on September 20, 2011; CSU has allocated \$300,000 for faculty development. In October, fifteen students from CSU, seven were from the College of Business, attended the Thurgood Marshall Leadership Institute Recruitment Conference in New York City and twenty-two students attended the National Association of Black Accountants Central Region Conference in Dayton, Ohio. *Chairman Rozier stated that it is necessary to increase the number of students that participate in these conferences.*

The commencement is scheduled for December 15, 2011. The first commencement for the College of Pharmacy will be in May of 2012.

The first round of the Academic Program Review is completed. Eight programs have been reviewed for fall 2012. Of those, four will be moving on to the Academic Program Elimination Committee for further consideration. Twelve programs will be reviewed beginning in January 2012.

*Chairman Rozier asked for the matrices that are used to determine if a program is suspended or eliminated.* Dr. Westbrook stated that the matrices used to determine elimination or suspension of a program are: low enrollment; graduation rate; retention, and the cost of the program.

Consultants have been retained to work with faculty and staff in preparation for the HLC Comprehensive Visit scheduled for November 2012.

A consultant is working with the Strategic Planning Committee to refine the goals and objectives for the five-year University Strategic Plan.

Drs. Sharpe and Roundtree gave an update on the process used by the Strategic Planning Committee to develop the six goals of the Strategic Plan. Some measures will change based on additional validation. There will be a twofold rollout, first to the CSU community for additional comments and then the final document to the broader community.

*Chairman Rozier raised the follow concerns:*

1. *Under Academic Excellence, Teaching and Research, Strategic Goal 1, the 5% annual increase in the number of faculty publications and presentations seems low.*

Dr. Sharpe stated that this number could change, but they did not want to be too aggressive because obtaining the writing and gathering research to publish is time consuming.

2. *Do you want more transfer students from community college and is the 5% increase realistic?*

Dr. Roundtree stated that we do want more transfer students and because of uncertainty with the baseline number 5% looked more realistic.

3. *The 15% increase in internships offered to students needs to be higher.*

4. *What percentage of the faculty gives to the CSU Foundation annually?*

Mr. Assem stated that faculty giving is 5%. Faculty tends to give informally responded Dr. Roundtree. Dr. Watson stated that at the PEC meeting, there will be a discussion on administrative giving.

5. *The 50% reduction in audit findings has to be higher and shared governance has to improve.*

*Trustee Anderson stated that the 15% increase in internship should be in the junior year not the senior year of attendance.*

*Trustee Stanley raised the follow concerns:*

1. *Is there a baseline for any of these matrices, which would give a sense of what the level of stretch would be and how difficult these are as measures?*

Dr. Roundtree stated that the data is currently being cleaned up. These are projections at this time and we do not have all of the baselines.

2. *Typically strategic plans that have this number of measures are difficult to track, is this one of your concerns?*

Dr. Sharpe stated not every unit will be responsible for every measure.

Trustee Young noted that the Strategic Plan did not mention the Westside Campus and wanted to know who is developing that plan, and will it be included in this plan?

President Watson stated that it will be added to this plan.

**1. Action Items**

**a. Strategic Plan**

Dr. Sharpe noted that the Strategic Plan placed before the Board will have some modification, such as adding the Westside Campus, but the basic six strategic goals will not change. Dr. Watson stated that he will communicate all changes to the Chairman. Chairman Rozier stated that the Strategic Plan is to be placed on the agenda at the next board meeting as an information item.

**Trustee Joyce moved to approve the Strategic Plan. Trustee Stanley seconded the motion. The motion passed as follows:**

**Ayes: 5**

**Nays: 0**

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

Dr. Paul Musial gave an overview of the process used to write the HLC self study report.

Dr. Musial also informed the Trustees of the following: They are working with students to complete the Noel-Levitz Student Satisfaction Inventories; The next draft of the National Survey of Student Engagement is due in early September; and the mock team will visit in August; The self study is due by next September; The consultants will read the draft of the self-study for the HLC and provide suggestions for improvement.

*Chairman Rozier requested the consultant's review be provided at the May or June Board of Trustees Meeting and an update on the Mock visit at the September meeting.* Dr. Musial stated that he will have the consultant's review at the March meeting and that the strategic plan needs to be in place for the HLC visit. Dr. Watson noted that the Board will be a part of the Mock visit.

**b. Enrollment and Retention Update**

Mr. Matthew Harris and Ms. Sabrina Land gave an overview of the CSU 2012 Recruitment Plan, which consist of eight goals:

- Assess existing operations and develop an annual, integrated recruitment plan to drive new student enrollment
- Recruit qualified and diverse first-year students to meet enrollment goals
- Improve student and Counselor Relationship Management Program
- Recruit academically qualified transfer students
- Increase faculty, staff and alumni involvement in the recruiting process
- Increase out-of-state and international recruiting efforts to meet the enrollment goals and diversify the student population
- Identify new opportunities for recruitment through web enhancement, visual media and other new media
- Provide strong bridge and orientation programs for new and transfer students and their parents to assist in a smooth transition to the university

*Chairman Rozier requested Ms. Henderson to work with Trustee Joyce to measure these goals.*

**6. Other Matters**

**a. Public and Employee Comments**

No public and Employee Comments

**7. Adjournment**

**Trustee Stanley moved to adjourn the meeting. Trustee Joyce seconded the motion. The motion passed as follows:**

**Ayes: 5**

**Nays: 0**