

Chicago State University  
Board of Trustees  
Academic and Student Affairs Committee Meeting Minutes  
Academic Library – Auditorium, Room 415  
March 8, 2013  
8:40 a.m. – 10:10 a.m.

Board Members Present

Trustee James T. Joyce, Chairman  
Trustee Lisa Morrison Butler  
Trustee Michael Curtin  
Trustee Gary L. Rozier  
Trustee Zaldwaynaka “Z” Scott  
Trustee Anthony L. Young  
Trustee Stephanie Sanchez, Student Representative

Others Present

Dr. Wayne Watson, President of Chicago State University  
Mr. Patrick Cage, Esq., General Counsel for Labor and Legal Affairs  
Dr. Sandra Westbrooks, Provost and Senior Vice President for Academic Affairs  
Dr. Paul Musial, Faculty Member of the Mathematics & Computer Science Department  
Dr. Yvonne Harris, Director of Sponsored Programs  
Dr. Philip Beverly, President of the Faculty Senate  
Dr. 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 Curtin moved to approve the previous meeting minutes.**

**Trustee Morrison-Butler 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:

- The College of Arts and Sciences has seen great success with the Communications, Media and Theater Program through the hiring of its graduates by television stations such as Harpo Studios.
- CSU is working on a joint grant proposal for \$2.3 million from the National Institute on Drug Abuse. The participating programs for the grant include: the HIV/AIDS Research and Policy Institute and Health Studies housed in the College of Health Sciences, Pharmaceutical Science and Pharmacy Practice housed in the College of Pharmacy; and Psychology and Social Work housed in the College of Arts and Science.
- CSU will submit a self-study in August 2013 for a Bachelor's in Community Health and a Master's in Public Health.
- The College of Pharmacy received a \$250,000 grant from CVS/Caremark to establish a CVS/Caremark student and laboratory center.
- The College of Library and Instruction Services, as of December 2012, has approximately 21 staff members that have received funding for professional development for an aggregate amount of approximately \$500,000.
- The Learning Assistance Center continues to provide excellent academic support for students, free of charge. Over 5,219 students received tutorial services in 10 different areas. The Center has expanded its services from the core subject areas to some of the content areas. Additionally, the Learning Assistance Center has a calendar of workshops for the students on topics such as time management, test anxiety and effective note taking.

*Trustee Joyce thanked Dr. Westbrooks for her report and the good news.*

**1. Action Items**

**a. Bachelor's in Social Work Resolution**

Dr. Westbrooks presented the Bachelor's in Social Work Resolution. The University currently only offers a Master's in Social Work program. Should CSU establish a Bachelor's in Social Work program, it would provide a direct pipeline into the Master's program and would put students in a position to gain careers in areas such as advocacy programs, children and youth services, elderly programs, disability programs, etc.

The cost for the Bachelor's in Social Work would be approximately \$250,000 to hire two to three faculty members and includes accreditation costs, equipment and contractual services. CSU must comply with faculty-to-student ratios. The Illinois Board of Higher Education (IBHE) would have to grant approval of the program with the estimated start date of the program as early as January 2014.

**Trustee Young moved to approve the Bachelor's in Social Work Resolution.**

**Trustee Curtin seconded the motion. The motion passed as follows:**

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

**b. Use of External Search Firm Resolution**

Mr. Patrick Cage, Esq., General Counsel, presented the Use of External Search Firm Resolution. Effective January 1, 2013, there is a statute that prohibits the use of external search firms except for the hiring of the president. Mr. Cage stated that this resolution would allow CSU to comply with the statute and to include the hiring of health sciences faculty as part of the executive search firm scope.

**Trustee Young moved to approve the Use of External Search Firm Resolution.**

**Trustee Curtin seconded the motion. The motion passed as follows:**

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

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

Dr. Paul Musial, Associate Professor of Mathematics and Co-Chair of the HLC Steering Committee, reported that CSU received a draft report from the HLC accreditation visit in November 2012. CSU has responded to minor errors of fact in the draft report. There were no significant errors of fact. The overall report is very positive and the HLC is recommending a 10-year accreditation. The University meets all five criteria for re-accreditation.

The HLC Team made it clear that CSU has the resources and personnel to offer three (3) proposed programs on-line. Dr. Musial also stated that the HLC has two recommendations for monitoring reports. One monitoring report is due June 2014 and focuses on appropriate communication with faculty and staff regarding ongoing institutional changes. The other monitoring report is due June 2016 and focuses on enrollment and graduation data from 2010-2016.

*Trustee Morrison-Butler asked if there are specific numerical goals for enrollment.*

Dr. Musial responded that he would defer the answer to that question to Vice President Henderson.

### 3. Faculty Senate Update

Dr. Philip Beverly, President of the Faculty Senate stated that on November 6, 2012 the Faculty Senate had a vote of no confidence in the University President. Dr. Beverly also stated that should a presidential search occur, the Faculty Senate should be part of this process. Dr. Beverly also stated that tenured faculty should participate in Department Chair training and that the Faculty Senate is gratified regarding the 10-year accreditation recommendation by the HLC. The Faculty Senate continues to have concerns regarding shared governance and technology and has some concern with the use of external search firms for faculty positions.

*Trustee Morrison-Butler asked about the faculty numbers at CSU.*

Dr. Beverly responded that there are approximately 450 faculty members, of which approximately 200 are on tenure track. Dr. Beverly stated that there are 43 Faculty Senate Members who actively participate and represent their various departments. Of the 32 Voting Members, approximately 28 voted in support of no-confidence in the University President. The Faculty Senate represents tenured and tenured track faculty.

### 4. Office of Sponsored Programs Update

Dr. Yvonne Harris, Director of Sponsored Programs, reported on the Facilities and Administration Cost Rate Report. Dr. Harris reported that there has been no change in grant funds since the last Board Report. CSU will request to continue to maintain its approximate 45 percent for the indirect cost rate.

### 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 stated that as of January 14, 2013 – the start of the Spring Session, CSU had approximately 5,821 students enrolled. The retention rate from fall 2012 to spring 2013 is approximately 77 percent for first-time, full-time freshmen. CSU is targeting honor students, male students and more diverse students in its recruitment efforts.

Vice President Henderson addressed the HLC concern regarding enrollment by stating that CSU has a Strategic Enrollment Plan and that enrollment has been a concern for the past 10 years. Enrollment Management is partnering with Academic Affairs to meet with each Chair and Dean to identify enrollment projections for their particular programs. The applications to CSU have remained steady and the Office of Enrollment Management is working with students to commit earlier. The Office of Enrollment Management is seeking to secure the applications for enrollment, particularly by May. The Office has established a Trustee Ambassador Program and an Alumni Ambassador Program to help recruit students. The Office is also working with principals and assistant principals to help students consider CSU.

*Trustee Morrison-Butler asked if the Office of Enrollment Management will be able to return to the department chairs regarding enrollment projections when looking at the next academic year.*

Vice President Henderson responded, yes, that the Office of Enrollment Management is working to establish a baseline with the various departments.

*Trustee Scott asked if Enrollment Management has a forecast of fall 2013 enrollment numbers.*

Vice President Henderson responded that there is a 9 percent increase in applications to date. Approximately 2,400 students have applied to date and CSU is asking students to commit early. CSU is projecting a flat enrollment.

*Trustee Curtin asked about attendance at the STEM Summit.*

Vice President Henderson responded that approximately 30-40 principals and assistant principals, mostly from Chicago Public Schools (CPS), attended the summit. This was in direct response to a discussion with CPS CEO Barbara Byrd-Bennett about strengthening the relationship between CPS and CSU. At the summit, CSU presented information on research projects and academic programs offered in the STEM areas.

Additionally, Vice President Henderson stated that CSU received a Silver Award for the State of the Facts Campaign, created by the Public Relations Department. CSU won this award among 700 entries and the CSU Campaign was recognized for its creativity, design and production quality.

*Trustee Morrison-Butler congratulated the Office of Enrollment Management on this award.*

## **1. Action Items**

### **a. Payment for U.S. Department of Education Liability Resolution**

Dr. Henderson presented the U.S. Department of Education Liability Resolution. Dr. Henderson explained that CSU has a liability with the U.S. Department of Education for over awarding financial aid to approximately 129 students at an amount of approximately \$629,000 for the 2007-08 school year. These students fell below the required academic standing. This amount has been negotiated down to a reimbursement amount of \$311,963 – the amount stated in the resolution.

*Trustee Young asked if the \$311,963 will satisfy the \$629,000 liability.*

Vice President Henderson responded yes, it will satisfy the \$629,000 liability.

*Trustee Morrison-Butler asked if policies and procedures are improved so that this liability will not happen again.*

Vice President Henderson responded yes, that there are multiple approvals in place and that CSU is monitoring GPA's at the end of every term for all students. They are also working with Internal Audit and Compliance to ensure this does not happen again.

President Watson also stated that the University immediately put in place processes to ensure this will not happen again.

*Trustee Scott asked about an update on Potential Audit Findings (PAF) regarding financial aid and if there are any repeat findings.*

Vice President Henderson responded that there are 6 PAFs with financial aid including satisfactory academic progress, but most findings concerned one to two students and corrective action plans are in place. Furthermore, financial aid staff has received training to ensure they have the proper skill set. Enrollment Management has found that Title IV funds were disbursed manually. Some are repeat PAF, such as the Pell Grant calculation for a student.

President Watson stated that the University has a corrective action plan and a process redesign. CSU has also retained a consultant to address Title IV compliance and that the appropriate personnel action has taken place.

Vice President Henderson stated that Enrollment Management works very closely with the Compliance team.

*Trustee Scott asked if the Department of Education has expressed any concerns with financial aid and if CSU has received financial aid approval.*

Vice President Henderson responded yes, that the Department of Education has expressed concern. CSU has a month-to-month participation agreement with the Department of Education for financial aid.

The Office of Enrollment Management has identified all additional sites operated by CSU as asked by the University President. Some CSU departments had contracts with agencies to provide services at additional sites. This issue dates back to 2002. Vice President Henderson has been working with the Department of Education to remedy the situation.

*Trustee Scott asked what does the month-to-month participation agreement mean.*

Vice President Henderson stated that CSU can only receive Title IV funds at the CSU Campus at 95<sup>th</sup> and King Drive. Most of the former off-site programs were graduate programs. The participating students were receiving loans but were out of academic compliance.

*Trustee Scott asked if CSU is waiting to have approval beyond the month-to-month agreement.*

Vice President Henderson responded that the Office of Enrollment Management is working with the Legal department and the Department of Education on this issue.

*Trustee Scott asked if there is a possibility that CSU could potentially be denied from disbursing student loans.*

Vice President Henderson stated that there is a possibility of owing more to the Department of Education on this issue dating back to 2002. There is no problem with disbursing funds on the main campus, but the issue is with the off-site locations.

President Watson stated that CSU has been in tight negotiations with the Department of Education and that the University has kept the Board informed about the off-site campuses, which dates back to 2002. The potential risk is \$26 million. The negotiations should be culminating soon.

*Trustee Morrison-Butler asked if hiring the Title IV consultant will help with the Department of Education.*

President Watson responded yes, the Department of Education is aware of the hiring and that the hiring of the consultant will bring integrity and the skills set.

**Trustee Rozier moved to approve the Payment for U.S. Department of Education Liability Resolution.**

**Trustee Curtin seconded the motion. The motion passed as follows:**

**Ayes: 7**  
**Nays: 0**

Dr. Sarah Austin, a faculty member, mentioned that she spoke about the retention of Dr. Wanda Mahoney at the December 2012 Board meeting. Dr. Austin has also submitted her written comments to the Office of the Board of Trustees. She also discussed her representation on Faculty Senate and the Union and that there has been an extensive employee satisfaction survey done.

Mr. Gerald Shinn, a CSU graduate student, stated a lack of credentials with personnel.

Dr. Ann Kuzdale, an associate professor in the History Department, stated that the Faculty Senate represents the various academic departments and that the 28 votes of no-confidence mean more than 28 persons. Dr. Kuzdale then read a letter from an alumna regarding new leadership at CSU.

Ms. Leslie Jackson, a CSU student, voiced concern over financial aid and stated her support of the University President.

Dr. William Jason Raynovich, Vice President of the Faculty Senate, stated that the faculty is the heart of the institution and that the Faculty Senate did due diligence.

Ms. Teran Williams, a CSU student, stated that she is grateful for the changes at CSU and that she sees the difference in the programs and diversity. She agrees that the professional administration, faculty and staff, should be held accountable and that there should be a review process for tenured faculty.

Mr. Poloe Dockery discussed the issue of recruitment and having a welcoming committee for the student body. He also discussed having an area of operation at the local high schools and he stated that the CSU faculty has gone outside the scope of teaching to help students.

Ms. Ashley Foster, a CSU student, expressed no confidence in the University President and the Enrollment Management team.

No additional comments from the public or employees.

7. Adjournment

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

**Ayes: 7**  
**Nays: 0**

The meeting adjourned at 10:10 a.m.