Provost’s Council Minutes  
August 20, 2009

Present: Sandra Westbrooks, Debrah Jefferson, Robin Benny, Anitra Ward, Sylvia Gist  
Lawrence McCrank, Delores Lipscomb, Adama Conteh, Justin Akujieze, Richard Milo, Rachel  
Lindsey, Joseph Balogun, Samir Miari, Nelly Maynard  

Guests: Romi Lowe, Elizabeth Osika, Richard Darga, Julian Sheinbuks

Dr. Lipscomb announced that the College of arts and Sciences will be participating in the efforts  
of the University Advising Center located in Douglas hall. Freshman students are currently  
being registered, and many are coming with their parents. Dr. Lipscomb noted that many basic  
tools courses are closed. Dr Lindsey and Dr. Jefferson explained that math and English sections  
had been opened or expanded. Dr. Lipscomb asked that she and staff members in the University  
Advising Center be notified when sections are added or expanded in order to help them  
effectively advise students.

Romi Lowe presented updates on enrollment. Applications and admissions are up, but the  
number of transfer students enrolling continues to decline. Reasons for the decline include  
difficulty getting into the on-line registration system, slowness of the system, and insufficient  
courses open for transfer students. Registrations are down, but FTEs are up. The College of  
Pharmacy has contributed to the rise in FTEs as has increased enrollment in biology, chemistry,  
and engineering. Delores Lipscomb inquired about whether or not all UC students were properly  
coded in the admission process; her unit’s numbers don’t match those of the Admissions Office.

Ms Lowe handed out a sheet of information about personal finance information to the deans of  
the colleges so that they might share the information with students at the college orientation  
sessions. She thanked Dr. Coupet from the College of Business for preparing the information  
sheet. Ms. Lowe also distributed “Ask Me” buttons to all members of the Provost’s Council and  
asked that they be worn for the first two weeks of the semester to indicate to new students whom  
they can turn for assistance or answers to their questions. A suggestion was made that buttons  
such as these be worn for the week before student orientation, since many new students are on  
campus then.

Dr. Brown thanked everyone for their feedback on the policies concerning student deaths,  
student travel, and student fundraising that she handed out to the council members the previous  
week. Referring to the Academic Affairs policy, that students may not be awarded posthumous  
degrees unless they have completed at least 75% of their degree program, Dr. Lindsey asked if  
whether or not it mattered that many of the courses had been transferred to CSU. The answer  
was no, it doesn’t matter. Dr. Conteh suggested that since the OIP also has a policy concerning  
student deaths, the DOSA policy and OIP policy should be combined so there is only one,  
consistent policy.

Dr. Westbrooks announced that the Fall Convocation will be held on September 16, from 12:00-  
2:00 p.m. VPs, Deans and student leaders will sit on the dais and (for now) they must be dressed  
in regalia. There will be a single entrance to the Convocation Center, and Dr. Pogue and Mrs.  
Pogue will greet each individual entering. Dr. Pogue would like a single page from each college
that showcases the college, which will be passed out to all participants. Statements should include pass rates on licensure exams, accreditation information, special projects and/or grants (especially those including collaborations between students and faculty), grants, and awards (including awards bestowed on students and faculty). Deans should ensure that they capture the information they wish readers to take away with them. The reports must have 1” margins,.5” indentations, be single spaced and justified. The font size must be 12pt. The font style should be Times New Roman. Paragraphs should be in block format, with a single space between each paragraph. The title should be in 14 pt. font, centered, and the first letter of each word in the title must be capitalized (do not capitalize prepositions or articles). The name of the author should appear under the title, be centered, and be in 12 pt. font size. A question was raised about whether or not the one-page college documents can be duplicated on nicer paper than the standard paper used. The Provost indicated that she would look into the possibility.

For Board of Trustee reports, the aforementioned format should be used. Board of Trustee reports should highlight the positive accomplishments of the unit since the last report. Academic Affairs has been asked to provide answers to questions about accreditation and the ACT scores necessary for admittance.

Concerns were raised about whether or not accurate information about admissions criteria is available on the websites and in the information sent out to two-year counselors. It is suggested that all units check their websites for accuracy.

The Provost complimented the Deans for getting the hiring forms for part-time instructors into Academic Affairs quickly and announced that almost all of these had been processed. In the future, she hopes to process full-time lecturers before part-time instructors.

There are ongoing concerns with processes in the Budget Office. The Provost will ask Ari Patawaran to conduct a workshop for all fiscal officers to clarify the process. She will also get clarification on BU lines. A concern is that it is difficult to determine how grant monies are distributed, especially if a grant is supposed to contribute to faculty salaries or for student assistants. Expressing frustration with the lack of transparency and communication on the part of the Budget Office, Dr. Lindsey quoted the late Dr. Donda West: “Don’t piss on me and tell me it’s raining.”

Concerns were expressed about student health insurance, especially for students who must have insurance for internships or student teaching. The Bursar’s Office does not have a process for crediting insurance payments by part-time students. The students can’t be billed automatically because it is an audit finding.

Robin Benny was asked to email everyone the latest and final iteration of the calendar, and she agreed to do so.

Dr. Elizabeth Osika gave a presentation about opportunities represented by increased distance learning course offerings. A Power Point of her presentation will be distributed to the members of the Provost’s Council.