Provost Council  
October 10, 2008


1:20 p.m. Meeting Called to Order by Dr. Jefferson for Dr. Westbrooks who assumed leadership at 2:00 p.m.

1. Minutes October 1, 2008: corrected spelling of the word TANF. It should state “Temporary Assistance for Needy Families (TANF)” - approved as amended

OLD BUSINESS

2. Enrollment Update [Lowe]: The weekly status report for spring 2009 shows a minor reduction or a flat enrollment. The total number of applications is down about 24.

NEW BUSINESS

3. Commencement Speaker [Westbrooks]: We need a representation from each college or division on the committee. We need recommendations from both the Commencement Speaker Committee and the Honorary Degree Committee. Dr. Rachel Lindsey will chair the Honorary Degree Committee and will have the charge. Members of the degree committee should be faculty. Names for the committees are due next Wednesday. Dr. Lindsey asked for criteria from Dr. Pogue and Dr. Westbrooks.

Continuing discussion ensued on whether or not we will allow students to participate in commencement before completion of all coursework if they are enrolled in summer. The current policy has been to allow two courses to be completed in the summer. This policy has created continuing problems for some programs such as nursing or occupational therapy, which have required program completion exams. With two commencements, the question was raised as to whether or not there is a need to continue the two-class policy for finishing in time for the spring commencement. We know, based on those submitting applications, whether or not they should be allowed to participate. A possible exception was for international student with expiring visas was proposed but not acted upon. This could be reviewed on a case-by-case basis.

One other issue posed was if we allow those to march with outstanding course work, who will march in December? Could there be other issues decided on an individual basis? Students won’t need to wait a year, but only one term to complete all their requirements. A completed application by the due date is the policy which should be followed. Bennet: if we eliminate the 2-course rule, the students won’t get the deficiency letter. The student could march, but won’t have to finish in the summer, but why do this? The question is, “should they be able to march before total completion?” It was proposed that the students could march if it is a University error.

ACTION: Collectively, the council agreed to eliminate the two-course option. The expectation is that when the students apply for graduation, all degree requirements will be met in time for spring [sic, winter] commencement. This includes all tests, which must be made and passed --- MAT and Nursing students, etc.

Dr. Balogun reported that the pass rate for HIA fell from 100% to 40%, which was attributed as a direct result of allowing students to participation before they had successfully passed their final exams. HIA’s passage
rate was 42%, which is about 4 students. Each year about 8 to 10 students take the exam so even small failures become large percentages. We have had 100% for 3 consecutive years. Dr. Balogun was concerned about the only different variable was the allowance for participation in commencement. If the students don’t believe they can participate without passage, then they don’t have to work so hard and they can take the exam again, expectation varies. When is the earliest they will know about the exam? It is taken in the 1st week of -- -- and students can re-take it the next week. Those students can participate in the Graduation Count Down. Those who give out the regalia are notified as to who is eligible to participate. Nursing students also fell from 90% to 80% passage.

The elimination of the two-course option means that all things must be completed and the department chair should not sign the graduation application until all requirements have been completed. Having two commencements may handle this issue.

Dr. Akujieze reminded the council members that the Office of Graduate Studies must have the GAP form from all graduate students and their advisors in order for them to participate in commencement. The process is well established but faculty advisors often fail to follow it. When students make application it is anticipated that all courses in which they are enrolled will be completed and that they will have met requirements as listed. Those completing this requirement have permission to participate in any ceremony.

Dr. Westbrooks asked the Deans that if they have any issue or problem students, and there is documentation that the individuals have done what they are responsible for doing, then a correction can be made. The students could participate.

Ms. Lowe stated that Ms. Lois Davis, the Registrar, is concerned about commencement being held on May 21 because grades can’t be posted in time, often there are missing grades, and poor performance with CSU Xpress. It was stated that May 21 is the last date and faculty should be encouraged to begin posting grades as early as possible although it was recognized that some instructors do wait until the last possible date to post all of their grades. This shouldn’t be a problem because they are participating in the commencement based upon the assumption they will pass all coursework and that for which they are enrolled would be their final courses. The grades confirm completion of all requirements after the fact. Dr. Westbrooks said the Faculty Senate was given these concerns and they did not have a problem. They will ask the Faculty to get grades in on time. The Provost will ask that the chairs encourage their instructors also.

4. **AA Degrees** [Benny]: The Faculty Senate accepted waiving the required University proficiency exams in reading, English and math if the transfer student presents an AA (AST) or AS degree. The Senate did not accept lowering the ACT or GPA if done so to increase enrollment. A Senate committee will revisit waiving proficiency exams for transfers with 72 hours and who have completed the IAI or Gen Ed from a 4-year college or university. Also, they will look at an admission model that combines GPA, rank, ACT, etc.

Dr. Lindsey asked if the model is predictable and tested. The committee will work with Dr. Miari on this and, it has been tested against 3 cohorts and success at CSU. He will share results at the next PC meeting.

**Request for Curriculum Changes and Budget Implications** [Benny]: Deans were requested to not have contact and credit hours differ. We cannot approve this because of financial implications. Dr. Balogun understood that some courses with classroom and field components built into course need greater contact. The increase in contact hours will increase the total number of hours required for the degree if we charge students for the full credit hours in which they attend or enroll. It was questioned as to why we have to change the required hours just to have to change degree. Deans were reminded that the degree limit is no longer limited 120 hours, but we need to be competitive and see how other institutions handle the need to cover content over labs or field work and compensate faculty. This change to charge students for the contact hours will boost credit hours. We are open to proposal on how to resolve this problem. We need to look at
the competition and how we can market our programs so the students pay for what they get. Also, we need to look at differences in tuition based on the discipline, which happens at other institutions. Social Work was told they need to charge a premium for this master’s program. Nursing no problem with differential tuition but they are careful about using contact hours with credit hours because it could put it out of competitive reach for degree completion. Some places have lab fees or special workshops that are attached to the course, but the program must get to retain the fees. Currently, all application fees go into the base operation budget.


Over the last few weeks several grievances have arisen because the University has not processed hiring forms in a timely manner, issues related to 70% checks, provided full-time Unit B lecturers with appointment contracts and notification of pay dates and delayed paying part-time Unit B lecturers because of late hiring forms. The UPI grievance also called for payment of interest on back pay caused by the delays. Dr. Jefferson, Dr. Westbrooks and Dr. Dean Justmann met with the offices of human resources, budget, and finance to look at the process and problem areas to eliminate the problem in the future. A proposed change in the number of level of signatures required has been proposed. One of the proposed suggestions was to not have Dr. Pogue to sign P-T hires or other temporary employees. The group also suggested that the Department Chairs need to get faculty (and other new hires) to understand the process and its timeline, and that it is not complete until the new hires go to HR to submit documentation for their I-9 forms and to sign their contracts. If the University is required to pay interest for failure to pay on time, the interest is to be paid by the originating department (if the delay was created from late submissions of hiring forms). As a result of the discussion, Dr. Jefferson submitted drafts for the next Update to the Provost’s Council with the new process and the deadlines. It also was proposed that returning faculty have their hiring forms submitted by May 15 for the spring term and new faculty hiring forms should be submitted by July 5. For the spring term the date is November 1 because of possibility of the holidays delaying the process. All are encouraged to submit their hiring forms as soon as the new hire has been identified and has verbally agreed to accept the position rather than waiting for the deadline dates. The Provost’s Office will use a red stamp – “Late Submission for Payroll Process. Processing Will Be Delayed.” A copy of late hiring form with this stamp will be sent to the Dean’s Office for the purpose of notifying the department chair, which will be responsible for notifying the new hire. The chair will also need to keep that individual informed about the initial pay period. This process applies to any new hire.

6. **Graduate Program Capacity** [Akujieze]: Dr. Akujieze has asked for each graduate program’s enrollment and capacity. Some programs have submitted and the deans need to know which coordinators have not submitted information. We were invited by EIU on Oct. 19 and 20 to a meeting in Springfield hosted by Gov. Blagojevich. The next Graduate Forum is Oct. 23. Deans should try to attend at least one and to get students and faculty to attend.

7. **Change of Major Form and Process** [Lowe]: The question raised was, why are the signatures required from the old department? The response, “we’ve always done it.” If students want to change their major, why can’t the student go to the Registrar and she notify the respective departments? If students can just change, then the Registrar will generate a list going to both deans. There is not a maximum on the number of times to transfer. Students max out financial aid at 180 credit hours, and student know that. The deans said to let the Registrar do it, but it is crucial for notification. The Office of Evaluations will do the notices.

9. **Other Matters and Announcements:**
   a. Irma Brooks Williams: Announcement on upcoming legislator visits. (1) at 10 a.m. in the Library’s Sun Room, Nov. 6, with Rep. Davis on south suburbs. He is interested in professional development for principals,
teachers, counselors and other educators, and outreach for his students. (2) on Nov. 7 Sen. Malone to recruit potential students from the southwest side. Both presentations should be designed to increase collaboration with those areas. What format? Stay away from PPT and keep them short -- positive things in our programs. They are here to see if we can accommodate their areas’ needs. We need to take the initiative to see what we institute to make CSU attractive. Sen. Malone is the new “patron saint,” especially for Pharmacy. (3) On Oct 13 from 12 to 2 p.m. TBA, Congressman Danny Davis and the HBCU caucus will be doing a policy lecture. Deans should ask chairs and faculty to attend. We need to recognize him for his $5 million grant on minority males. Dr. Anitra Ward will work with Dr. Brooks on this program. Possible ideas for the State Rep. Davis and Sen. Malone’s programs could include the Honors College students making a presentation; a graduate student doing a practicum in a school in Rep. Davis’s area could speak; the AMP may still include South Suburban, so Dr. Lindsey will look into it. We need to get a listing of what we’ve done in the areas across discipline. CAS has a substance abuse certificate in which some counselors enroll. We also need to show other facilities: music room, pool, etc., which they don’t always visit. Ms. Lowe will do a comprehensive list of recruitment, visits, applicants, how often students from those areas enroll, etc. We also need to find out what we do in various departments, clubs, etc.; we will also have contact names. We need to do marketing. At the Nov. 12 Academic Affairs Trustee’s committee meeting we will have a marketing report from Mrs. Assem, Ms. Arnold and Dr. Pogue. Oct. 15 is also the next Academic Affairs subcommittee meeting. Sen. Malone also wants a southwest fair day where we’ll get students on campus. Dr. Williams suggested that we use the CSU bus; however, it was suggested we will need other buses to get more than 40 students to campus or we will need multiple days. We will use one PC meeting where to share programs and presentations. Ms. Lowe will help Dean’s pull it together.

b. Several deans expressed concern about the format changes for presentations at the Board of Trustee meetings. We were reminded that Dr. Pogue wants the presentations to incorporate the ‘expectations.’ Dr. Westbrooks met with Dr. Pogue and presented the reports for the Oct. 15 meeting. He asked for future reports to meet with him prior to sending them to Dr. Williams, and they should tie-in with his expectations. In the future, meeting with Dr. Pogue will help with these reports. Each dean should take their current report and align it with the expectations. You should connect your presentation to how it meets the expectations. There are 10 expectations and do the ones that apply at this time. Things are fluid. You can use PPT. Dr. Pogue could give us better guidance if he gets to preview future reports.

c. Student Laureate -- did we get notice? Dr. Rosalyn Brown will check to see if it is still viable.

d. Dr. Howard Johnson will join us on Oct. 16 as the Interim Vice President for Student Affairs and Enrollment Management. After he is here, the millennium committee will get direction.

e. Issues were brought to light on human errors resulting in a need to clean-up of 200 files before the census report is finalized. Dr. Miari needs this information correct and he is working on it with Ms. Lowe’s people. Some technology assistance and training would correct this problem. Some errors could be overcome through getting human resources assistance. Staff in the Office of Admissions is going through hundreds of files to correct their errors, which is good training. We’ve created a culture here where we’ve allowed the problems to persist.

f. Classroom violence and disruption. We have a policy in place, but faculty are not clear on handling various situations. The policy is to fill-out an incident report after it occurs, but it doesn’t resolve the problem. The underground electronic paper, Cougar Chronicle reports that campus police are involved in the policy and Dr. Jacqueline Bryant has talked to police about non-escalation of incidents. Chief Maddox is open to creating a place for dialogue and he can have officers attend classes to discuss the policy and procedure. The Provost will talk to Chief Maddox about it. Through Faculty Development faculty can learn strategies on how to conduct class in case this occurs. We need guidelines on how to proceed if a student is confrontational and creates a difficult situation. Dr. Bryant and a group did it and submitted. One component of the Crisis Team is a behavioral
assessment group. Dr. Cheryl Green is in charge and will ask for workshops each term because each generation is different and so handling students change. Many faculty members don’t establish ground rules for conduct and class behavior or dress code. Students don’t know differences in vocabulary, dress or conduct in various environments. CHS has a document for dress and clinic/class behavior. Two of departments have a behavior checklist and it is recorded. Students fail the course if they receive too many demerits on the checklist.

The meeting ended 4:30 p.m.

Submitted

Dr. Debrah Jefferson