Provost Council

Call to Order: 1:05 p.m., September 24, 2008, ADM 301

1. **Approval of Minutes**: September 17, 2008

OLD BUSINESS

2. **Enrollment Update and June Commencement** [Lowe]:
   a. **Admissions**: Addie Epps – Admissions is preparing for the Open House scheduled for October 4. They are in the process of sending all departments materials and email blasts. In addition, notices have been sent to 1000 juniors and 6,000 seniors throughout the area; 600 counselors in the Chicago Public Schools. Ads have been placed in buses and the CTA Orange and Blue lines. The theme is “Discover the CSU Difference.” For the deans’ presentations please send your power point slides to Ms. Epps. These will run on a continuous loop in the Sun Room.
   b. **Gates Millennium Scholars Program** [Lowe] -- A special program was held recognizing the Gates Scholars. It was noted that several school (charters) with were recipients have encouraged their students to apply to CSU. Applications were taken and no application fees were collected as an incentive.
   c. **Enrollment** [Lowe] -- We lost a few students. Only 30 of the 244 non-validated enrolled, which did not increase the final numbers. We had anticipated transfer losses, but the biggest losses were in extension and contract enrollments. All extension enrollments are in. Only 8 students have not validated but they are in the headcount, so if they don't enroll, the headcount will decrease. Pharmacy enrollment helped in the total FTE. If we exclude the grad applicants in the total from 2007, then we are down only by 4 total. We can't include it now because we cannot extract other items in the count. At next month's grad council the agenda should include a need to work on improving enrollment.

Larry McCrank: we need to focus on what we're doing right and what we need to do to improve overall enrollment.

Westbrooks and Lowe met with Pogue on developing a plan also we anticipate getting information regarding transfer policies out, which should help.

Bowie: we need to look at policies and practices that occur, which impede advancement. We also need to look at the way we conduct business.

Lowe: The count for new students is flat, but we are losing continuing students. We will look at 5-year trends and projections, setting targets.

Miari has sent deans the 2007 fact book, which should be used to project targets by program, department or college. Retention is still our biggest problem. All at the council table agreed.

Lindsey: in CAS, those programs with student supports to engage and connect them have higher retention rates. It takes investment to do this work, not necessarily the money going to faculty, but funds to support students (work study, grad assistants and other programs). We need to invest money to support or we will fail in retention.
Westbrooks: Dr. Pogue asked for the data that tells us why students leave? The Climate Survey won't address it. He can't make an informed decision without data. He also asked why students come here. We also don't have that data-- front end and back end. Our only information is anecdotal. It might be true but there is nothing to support it. Generally, it is dissatisfaction with services and not academic programs.

Benny: during EMMT all programs had data from calls to students. Lowe has that information. Those programs going through program reviews also have data. Each dean also had information collected from their programs.

Milo: What are the data that Dr. Pogue seeks? Westbrooks and Miari: What are the findings? Who is analyzing the data and interpreting it? We don't do the analysis? Can chairs tell Dr. Pogue how to improve based upon the existing information? No, because of the collective nature of the information that crosses units.

Lowe: asked us to review and remember the Noel Levitz surveys and analysis.

d. June Commencement [Westbrooks]: The Office of Evaluation asked about Fall and Spring Commencements; changes in process? Dr. Pogue said we will have two, one this spring and one next December--Spring 2009 and December, 2009. The current issue is the day, don't like week day, Sunday is out and Saturday is costly in overtime.

New Business

3. Enrollment: [Benny] Benny distributed several documents of comparative data among other institutions and CSU. Akujieze: asked about the differences and errors in fee structure which has been corrected. It was noted that the Course Schedule bulletin was printed prior to the Board’s approval of the new rates and that the UG is higher than Grad because the truth in tuition factor’s in a long-term rate and the grad rate will increase by term and/or year.

4. Extension and Contract Cohorts [Jefferson]: Jefferson distributed copies of the last two Update issues in which conditions for offering extension and contract courses were covered. Please refer to the September 24 edition. Westbrooks: we need to review the procedures to make sure we don't have audit findings. We cannot mix extension and contract course within the same cohort. We need to regulate and follow policies. A key point was that we can’t change tuition rates. John Meehan pointed out at a meeting that the Board of Trustees sets the tuition rate and we follow it. A contract can charge fees to cover its expenses (faculty, site rental, travel) on top of the tuition. An extension cohort can also have fees charged to the organizing group for the same purpose but we cannot lower the set tuition.

All extension and contract course must go through Continuing Ed. If Dr. Bowie’s signature is not on the line, Dr. Westbrooks will not approve the request. Contracts require both deans’ signature. We will have other meetings. We can’t cut deals on tuition.

5. Data to Support on line courses [Osika]: Osika provided as summary on salient points. Students took the survey on line and it was linked to Blackboard. IT sent reminders before the time period for the survey ended. There were 615 submissions, most UG with the highest submissions from Education followed by CAS. They were concerned about students having home computers. 95% of the respondents said “yes” to computers and 85% said they had DSL or cable hook-ups. Signs and table tents about the survey were on campus in the library, which could have affected response rates. They were asked about participation in
online course: 50% have or have not enrolled; 88% said they would take courses if CSU offered. The primary reason for those not wanting to take a course online is because of lack of instructor contact. Those not taking online courses said it was because none were available. General Education courses were of interest. Osika showed a list with over 100 responses as a minimum for which General Education courses they would like to take.

Future Steps: more analysis, work with CAS to see if we can develop any General Education courses and share data. We will continue to work with the UIS consortium (NCLC) to get courses up. Jefferson will mail the list with the minutes. Questions were asked about the mix of students, whether it included any non-CSU students. Problems with infrastructure, technical, ability to enroll online will need to be addressed if we are to grow. This is a good marketing feature and a way to get exposure, but until we advertise and change our infrastructure, and implement quality control we cannot really expand. The technology fee does not come to the Office of Distance Learning to help support the academic opportunity. Blackboard's price has escalated to a point we cannot afford it so we are beginning to explore other hosts. The library will be hiring an instructional design person to help develop courses and start incubator courses then roll it out in a phased program.

Westbrooks: other institutions require online course. Lindsey asked about uniformity, management, structure office hours. etc. for quality and standards. Asked for minimal language in the Contract on minimal contact hours for faculty. Look at the DAC/by-laws in T&ED as model. The ODL with the Distance Education Committee will develop a model for sharing. Bowie has a CCC model that she will share with McCrank for developing a set of guide. They will work on it for the Council to review. Don't want to wait for next DAC, this is a management operation. Green: there are some standardized criteria and certificates. Balogun: language has no defined role for the dean in approval of DAC. Contract needs to assign role of dean. He reviews yearlong and requires review of course before approves on-line course. He looks for quality. Gist: get access into course for review, support and online communities; and transition to Moodles from Blackboard. Consider international programs and safeguards against pirating of our programs. Library should be liaison and informed when faculty are using a publisher's site for textbook so they also have access.

Adjourned: 2:40 p.m.

PRESENT: Balogun, Lowe, Akujieze, Bowie, Gist, Lindsey, Miari, Slatkin, Simyar, Lipscomb, Ward, Dawson (for Conteh), Milo, Benny, Westbrooks, Jefferson, Osika (guest), Green (for Brown)