Provost Council Minutes
April 8, 2009


Guests: S. Hosick, R. Lowe

Not Present: D. Slatkin, D. Lipscomb, S. Westbrooks, A. Ward

1. Minutes Approved

2. Mr. Seth Hosick, the new Director of Human Resources, presented his plans for the Office of Human Resources. Mr. Hosick indicated that new employee policies must be rolled out carefully because the policies will signal a shift in the culture of Chicago State University. He has developed an attendance policy and implemented it in the Office of Human Resources, in order to get his “house” in order before moving on to other units. The Admissions Office will be implementing a new attendance policy soon. The necessity of having concrete attendance policies was stressed as a way to manage employees and their work time. Several members of the Council indicated that they and other managers need training. The issue of customer service also arose, with the general consensus that in addition to more training, staff need to be held accountable for incorporating good customer service principles into day-to-day practice. A significant challenge for Mr. Hosick is the complete rewriting of the Civil Service Policy Manual and the elimination of contradictory publications of policy. Mr. Hosick reminded the group that no policies will work unless managers monitor employees’ adherence to them. An additional Human Resources issue that was discussed was the advertising of open positions on the web. Concerns were expressed about a lack of consistency in identifying departments and colleges on the CSU Human Resources website. Mr. Hosick committed to working with members of the CSU community in addressing these concerns. It was agreed that more coordination is needed for searches for new staff or faculty members.

3. Enrollment Update: Ms. Lowe reported that freshmen applications are almost flat, acceptances are up, transfer applications are consistent with the past, and the University College admissions is up. There was a discussion of when and whether we should stop admitting students, particularly in the University College. There was also discussion about the cut-off between regularly admitted students and University College students—GPAs tend to cluster around the ACT score of 16. Dr. Lipscomb suggests that those with an ACT score of 16 or above be admitted regularly. Ms Lowe commented that she used to admit individuals who did not quite meet admissions criteria on a case-by-case basis, but “dares not” continue the practice because of the new admissions model.

4. 344th Commencement: No Report
5. Honors Convocation: Dr. Milo reported that all is under control and that Gail Cannon and Tiffany Hope are managing the Honors Convocation. The ceremony will be on April 16 at 6:00 p.m. The procession will begin at 5:45.

6. Physical Facilities: No Report

7. Determining Equipment vs. Commodity: A memorandum from the Budget Office was distributed to the group. Purchases must be made before April 15 to be charged to the current fiscal year budget. Dr. McCrank passionately inquired about why fiscal policies are changing in the middle of the fiscal year and why units cannot spend their budgets for two and one half months before the fiscal year ends.

8. Transfers, Community Colleges: Mr. Lengle distributed information about the two-year schools that send the most students to Chicago State University.

9. R. Benny reported that the Academic Affairs Committee recommended to the Faculty Senate that Board of Governors students should not be admitted with GPAs below 2.0, and that, in the absence of a state requirement, the required examinations on the state and federal constitutions be eliminated. The Faculty Senate voted their agreement with the latter and tabled the former for more discussion. R. Benny reported that the General Education Committee recommended to the Faculty Senate that the foreign language requirement be maintained as a university-wide requirement. The Faculty Senate tabled their discussion of the issue until their next meeting.

10. Dr. Simyar announced that the SIFE team won their regional competition. Dr. Lindsey announced a University of Chicago and Chicago State University partnership in developing a conference on health disparities in breast cancer. Dr. McCrank distributed information about National Library Week programs.