Provost's Council
Minutes, April 15, 2009


Minutes: Approved April 8, 2009, minutes with the following corrections: (1) Lengel is Lengel; (2) enrollment update should include, "the number of students admitted on a case-by-case basis is generally less than 10 and also requires a counselor or teacher’s recommendation;" and (3) materials on the ILCBHE and the African American Male symposium were distributed for Dr. Anitra Ward and a reminder to attend the programs.

Old Business:

1. Enrollment Update [Lowe]: Handouts on the summer and fall enrollments and the funnels were distributed. When community college counselors come to campus this month for their annual meeting, we need to listen and learn about why the transfer student numbers are lower.

New Business:

2. Honors [Lindsey]: CAS chairs and faculty believe that the University needs to consider changing our diploma to incorporate “honors” college and/or “laude” status. Suggestions include consider using the phrase “with distinction” on those with “laude” and reserve “Honors” for those in Honors College. This issue arose because of creating honors programs within the majors and queries regarding recognition of students’ achievements. The Board of Trustees has already approved a change so that students in the Honors College will be so designated on their diploma. Dr. Lindsey will do a mock-up example and share this at the next Provost Council meeting.

3. Convocation and Graduation: There is a problem with certificates and there is a failure by one College of Health Sciences (CHS) chair s not following directions, which resulted in the submission materials/names to the Honors Convocation program prior to receiving the dean’s approval.

Because we do not receive the lists of participants early enough on the convocation or graduation, we cannot easily make corrections. We also need to work on efficiencies on the process for developing graduation lists, conducting audits, getting students notified about deficiencies (running CAPP) and more. Dr. Westbrook, Dr. Jefferson, Ms. Benny and Dr. Balogun will review the problem that occurred in CHS.

Recommendation [Westbrook]—before a program or publication goes to print for all future convocations and commencements, the deans need to sign-off on a coversheet granting approval within their own division. There should be a time limit. Without the decanal involvement, we will continue having this problem in the future.

A related discussion involved a need for a policy pertaining to graduate students and participation in the commencement ceremony. A concern was expressed because of the connotation of the hooding ceremony. The hooding process means the student has completed all requirements—defended, completed, exams, etc. Dr. Ward stated that this (commencement participation) was part of the approval process from NCA for the Ed.D program’s approval. Ms. Robin Benny will confirm with IBHE and NCA on any policies.

The approval process has a disconnection because the Graduate Dean approves graduation but may not have full notification from the departments on eligibility. Dr. Akuijize must have notification prior to approval being granted, especially for doctoral students. The consensus was that we need a policy in writing for all doctoral students (and eventually those in Pharmacy). We need a final date in place for dissertation completion for participation in both the winter and spring ceremonies.
This became an issue when the application from an Ed.D. student for graduation was not accepted in the Graduate School Office because there was no dissertation submitted to the graduate office. Students may not have known or understood the process or relevance of deadlines. We need to look at the document spelling out the process for pre-candidacy, the manual from the Graduate Council and the NCA approval pro forma granting the degree because this issue was probably covered. Dr. Gist stated that the College of Education (COE) student manual does not cover the period between submission of graduation application and finishing the degree.

Dr. Westbrooks calls for copies of the documentation, samples and recommendations from the council. She will share our recommendation with Dr. Pogue who has the final decision. Dr. Westbrooks cautioned us about establishing a precedent to “help students now”. We need to understand that if we allow this group to march, next year we will be in this same position because others will ask for the same treatment. It might be best to say “no”.

The meeting was adjourned, and the deans remained, along with Mr. Lengel, for a special meeting with Dr. Westbrooks.

Submitted by

Deborah Jefferson

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