Provost’s Council
Minutes, February 4, 2009

Present: Sandra Westbrooks, Robin Benny, Sylvia Gist, Anitra Ward, Justin Akujieze, David Slatkin, Samir Miari, Rachel Lindsey, Richard Milo, Cecilia Bowie, Farhad Simyar, Debrah Jefferson, Romi Lowe, Joseph Balogun, Lawrence McCrank, Adama Conteh and Art Stiers [new member] Absent: Delores Lipscomb – back from medical leave but not able to walk to the meeting

Minutes: Approved minutes of January 21, 2009 with two corrections

1. Add to Item (5): deans should have the advisors and chairs discuss advising and poor academic performance with each student on their list.

2. Add to Item (13): each dean should immediately be informed when there is a facility problem in their buildings. Their buildings house volatile chemicals as well as research animals and sensitive equipment.

Old Business:

2. Enrollment Update [Lowe]: The Census Report (better known as the 10-Day count) is schedule February 19, 2009. The last comparison enrollment dates are February 7 and 12. The fall 2009 admission figures are down; however, about 800 applications have not yet been processed, which may bring us back or a little ahead of last year. We have a problem in identifying “real” students because the Chicago Public Schools require each senior to apply to five colleges or universities. We receive a large number of applications from CPS students who may not be admissible.

3. Number One Priority Discussion & Priorities for Academic Affairs [Westbrooks]: Dr. Westbrooks presented the top priorities to Prof. Carter (chair) of the University Budget Committee. The top three priorities we identified were: (1) scholarships (including a coordinator) - $300,000; (2) library acquisitions - $200,000 and (3) the University Advising Support Center (UASC) - $288,000. Additional requests included $83,000 for Institutional Research support; $100,000 for the Center for Teaching Excellence support; and $40,000 for facilities (coordinator and clerical support). The Provost also requested academic support for two programs: the Ed.D. for $294,000 and the Master of Science in Accounting for $150,000.

Council members and the provost are concerned about the large number of freshmen on probation this spring after only one term. Dr. Westbrooks discussed this with the director of USAC (Mr. Jihad Muhammad) and Dr. Lipscomb. They will verify the names, including identifying who and where the students were advised. Initial findings indicate many students did not go through the center. Dr. Westbrooks will share the outcomes with the deans who should discuss this problem with their chairs and faculty advisors. Dr. Lipscomb indicated a plan to return to the old Early Warning System because the new technology one has not worked.

Discussion included: expansion or inclusion of a First Year Experience seminar for all new students; support for those students who are “clueless” about advising, study, and the college process; reviewing the admission/late admission process and students, which is a concern expressed by the Faculty Senate. Others were issues with the number of undecided majors; problems with the change of major process; and the correlation of ACT score (many had less than 18) with probation status. It was suggested that during regular and advanced registration advisors should check to see whether each student is in their program. If the student is not, the advising process should stop until it has been changed. Send the student back to their original department for advising.

New Business:

4. Timeliness of Personnel Actions [Jefferson]: Dr. Jefferson re-distributed the Personnel Action Timetable Quick Glance and reminded council members of the upcoming due dates and to adhere to the timetable, which is a contractual
requirement. In addition, she shared a list of department chairpersons whose terms expire June 30, 2009. Deans will receive the election process in March. By Board of Trustee Regulations, only tenured and tenure track faculty members are eligible to participate in the election process. Some deans may need to consider an external hire if no one is available from among the current faculty to serve as the department chairperson. A CUE adjustment form was distributed to be used when the revised yearlongs are submitted in March.

5. **Two Years of H.S. Foreign Language Discussion [Benny]**: Ms. Benny reported on the Faculty Senate vote on the General Education Committee’s recommendation to accept two years of a single high school foreign language as fulfilling the foreign language requirement of six credit hours. The Senate voted to reject the recommendation and passed a resolution charging the Department of Foreign Languages and Literature to develop a proficiency exam for existing languages by the start of the fall 2009 term. The Senate is divided on the issue. Dr. Gist stated the College of Education asked if the language exam for proficiency would be the same as the exit exam for the current introductory foreign language courses. Dr. Lindsey said yes.

General discussion covered the impact on retention, finances, programs, faculty and staffing. We do not have hard data but numerous anecdotal examples for retaining or eliminating or changing the requirement. These include several articulation agreements failed to be agreed upon because of the issue of foreign language. Dr. Lindsey asked whether the transfer counselors have been polled regarding the negative impact. All council members agreed there are a number of issues beyond the foreign language requirement accounting for the loss of transfer students. These included a lack of a “welcoming” attitude or environment and orientation, funding, the economy, and the transparency of our program requirements. There are positive aspects of having the language requirement such as globalization and cultural awareness. It was noted that no tenure positions or full-time lecturer positions would be affected if we change the requirement.

The Council voted to recommend to the President that the University allow individual programs and colleges to make the decision to continue requiring foreign languages or to eliminate them for their students. The vote was nine yes and four no. Dr. Westbrooks will make a recommendation.

6. **2008 Intersession Compared to 2007 [Benny]**: The program will have one more year as a pilot, which makes it 3 years. Enrollment has increased each year and this year most students enrolled were seniors. The figures:

- Spring 2009: 252 enrolled; 17 courses made; 25 offered (6 general education)
- Spring 2008: 207 enrolled; 13 courses made; 27 offered (8 general education)
- Spring 2007: 52 enrolled; 8 courses made; 14 offered (2 general education)

We will analyze Intersession and consider its benefit. This will be shared with the UPI and depending upon the analysis, a decision will be made to retain or cut the Intersession. Several faculty members have asked about it becoming a contractual issue to consider in the 2010 negotiations if we retain the program.

7. **Available Graduate Assistantships for fall 2009 (Waivers Only) [Jefferson]**: Dr. Jefferson shared information on the number of tuition waivers paid through the Office of the Provost for next year. This is an increase from 10 to 15 waivers. Each dean and/or department pays for the stipends. The increase will enable all of the academic colleges to have at least one sponsored waiver. Any unit can offer graduate assistantships, but beyond the 15 granted by the Provost, the unit needs to pay for both the tuition and the stipend. The breakdown is as follows:

- Division of Graduate & Professional Studies – 1
- College of Education - 3
- College of Arts & Sciences – 5
- College of Business – (Dept. Accounting/Fin) - 1
- College of Health Sciences (Dept. of OT) – 1
- Honors College – 1
- Division of Library and Instructional Services - 3

8. **Retention and Graduation [Miari]**: Dr. Miari distributed the proposed Admissions Model shared with the Board of Trustees, the 2008-2009 CSRDE Retention Survey on cumulative graduation rates and continuation rates and the
Enrollment Summaries for Undergraduate Majors from fall 2003 to fall 2008. The tables show the highest graduation rate occurs in the 7th year – total is 22.3%, females are 25.0% and males are 16.8%. At the six-year point, the rate is 12.8%, which is down from 16%.

9. **Change in Master Course Schedule [Jefferson]:** Dr. Jefferson reported that as of January 30, the number of changes to the master calendar was 537 and more have been received. Comparing the number to the last time she analyzed the requests, this year out of the 537, without instructor changes, there were 241 requests for changes such as additions, deletions, time/day or room. Four years ago, this number was 83. We need to work to reduce this number so that when we “print” or publish the schedule we teach what is offered. Hopefully, by sharing schedules by the year, we can do better planning and forecasting. Dr. Jefferson will send the document she prepared electronically to the deans for their comments prior to sharing it with the department chairs.

10. **Facility and Project Updates [Stiers]:** Mr. Stiers has joined the Provost Council and will share updates on building and facility repairs, job projections, etc., including meeting fire and other city and state codes. He reported that the last capital budget had been in 2002 and that various repairs are in process but the deferred maintenance on campus amounts to over $70 millions. Current concerns are for heating and roof leaks, which his staff is addressing.

    Before any construction or contracts for equipment requiring installation are purchased, all departments need to consult with facilities because there could be a need to purchase material, rewire the site or reroute plumbing to make the equipment operational. Please contact Ms. Kim Johnson (ext 2140) for help in getting cost and capabilities. We were reminded of Board of Trustee regulations and procedures for purchases.

    Council members asked that facilities consider a tracking and call back system on job orders. The unit has an electronic entry system but Banner does not allow for tracking; however, they can look-up a job and tell you its status. They receive about 1,600 work orders each year and it is difficult to prioritize them. Work is also hampered because some facility employees are working on grants. The facility fee implemented this year helps.

11. **Other Matters**

    a. **BOT Report PAST DUE** – Dr. Westbrooks submitted what was given on time.

Submitted by

Debrah Jefferson

January 14, 2009