Provost’s Council Minutes
January 21, 2009


Absent: S. Miari, R. Milo

Guests: R. Lowe, R. Brown, S. Lawrence

1) Minutes from January 14, 2009 approved.
2) Enrollment Updates: Spring 2009 enrollment updates were distributed. There was a discussion of the accuracy of the FTE calculations. Dr. Jefferson pointed out that FTEs are calculated on the assumption that full-time students enroll for 15 hours per semester even though at Chicago State, most students enroll for only 12 hours per semester.

3) Dr. Westbrooks thanked everyone for forwarding their priority needs to her. She announced the three priorities that she will forward to the Budget Committee: a) Scholarships b) Library acquisitions budget c) funding for accreditation efforts.

4) Faculty Support and Development: Dr. Brown asked about DAC requirements for faculty seeking tenure in the Counseling Center—will they be supported in travel and conference attendance so that they are able to fulfill all DAC requirements? Dr. Westbrooks responded that Deans are responsible for providing support for faculty development and travel. Dr. Balogun called for a clear definition of faculty development and the criteria for awarding funds to individual faculty. Dr. Westbrooks expressed a concern about the currently splintered nature of faculty development efforts on campus. One reason for concern is the difficult of accounting for expenditures on faculty development. Dr. Westbrooks suggested that there is a need to pool faculty development resources and to ensure that all faculty are aware of and have the opportunity to apply for faculty development awards.

5) Dr. Westbrooks announced that she had shared the graduation and retention data provided by Dr. Miari with Dr. Pogue. Dr. Pogue would like program-by-program information about the students who do not return after their first year at Chicago State. Dr. Simyar provided the Provost with a comprehensive list of information on all of the students who failed to return in the College of Business, including reasons for leaving. All deans are asked to do the same.

The Provost shared with the group the information collected by Dr. Johnson from Financial Aid. More that 50% of students, mostly freshmen, are on academic probation, despite more assistance with advising and other services. Dr. Lindsey suggested that we look at the high schools these students come from and the students’ rank in their high schools in order to determine if there is an identifiable pattern that could inform our response to the issue of poor academic performance on the part of freshman students. Information collected by
the advising center advisors as well as other variables will be examined. Dr. Westbrooks was reassured that the advising center advisors will follow-up on students who don’t return. Dr. Balogun suggested that the university seek to admit better-prepared students who can actually do college-level work.

6) Transfer students: Both public and private institutions are experiencing a drop in the number of transfer students because transfer students are staying in the less-expensive community colleges in which they initially enrolled. More are waiting to get their Associate’s degrees before transferring.

7) Dr. Westbrooks announced that Chicago State University’s International Studies Program will very likely be approved by the IBHE at its January 27, 2009 meeting. The application for a Master’s degree in accounting will not be approved without substantial revision of the proposal. There are funds available for nursing programs. Governor’s State will be offering a Bachelor’s degree in Health Administration. Roosevelt University will be opening a Pharmacy program in Schaumberg.

8) Dr. Westbrooks thanked Dr. Balogun for getting his BOT report in and asked that all other council members do the same.

9) Dr. Lindsey will send a note to Dr. Westbrooks about her concerns with the animal room.

10) Dr. Pogue has been informed about the discussion surrounding the Foreign Language requirement. It is still not clear whether Dr. Norris’ announcement in the Faculty Senate that students who complete a study abroad course have completed their foreign language requirements is accurate. Dr. Westbrooks asked all deans to speak to their chairs and faculty members to ensure that all voices from all colleges have been heard. Dr. Conteh pointed out that students who return from study abroad often do very poorly on language examinations when they return.

11) Dr. McCrank expressed great frustration with the processes in H.R. Dr. Westbrooks indicated that all paperwork for Library new hires should be fully processed and indicated that she would follow-up with Mr. Morris. A new H.R. director will be on campus in February.

12) Dr. Brown asked if Deans are informed about the names of faculty advisors for student activities (not always) and asked if anyone gets CUEs for such service. The answer is no.

13) Buildings: Dr. McCrank described the damage in the library due to a frozen pipe and reassured the group that “it could have been worse.” Dr. Lindsey asked if steps were being taken to ensure that other buildings would not suffer similar effects from the cold and reminded everyone that in the Science building, there are volatile chemicals and vulnerable animals. Dr. Gist indicated that there is no heat in the Education building; it should be fixed
soon. Dr. Balogun reported that the elevator in BHS has been out of service for more than a week.

14) Nursing Students: Dr. Balogun asked the members of the council to disregard the complaints of disgruntled students. Their complaints are not entirely accurate and steps have been taken to address the areas that are generating the complaints.

The meeting was adjourned at 2:30.