Provost's Council
Minutes, March 18, 2009


Minutes: Approved last meeting minutes of March 11, 2009.

Old Business:

2. 344th Commencement [Westbrook]: Progress is being made with the activity.

3. Honors Convocation [Milo]: We need to work on names and accuracy of scholarships and awards. As per Mr. Assem to Pres. Pogue, we will have a corporate donor making a scholarship presentation, which is against past practice. They have been invited to attend but have not been on stage to make a presentation. This happened without a prior conversation with Provost or P.C. about participating in the Academic Affairs function. Westbrook will have a follow up

4. Enrollment Update [Westbrook]: We only know who is in funnel and do not know if they will attend, especially with the CPS five application processes. Steve Powenski said to Westbrook: at other publics all saying enrollment is down so far and it is true at the community colleges, which is the reverse of past actions when enrollments go up when there is an economic downturn. Lindsey said there were announced federal changes in financial aid policies, but only next year and it is unknown about now.

New Business

5. Retention [Lengel]: A handout on 5-year graduation rates and retention summary was distributed. The spring 2009 report to the federal government will show that the graduation rate is down to 13% and retention rate is 55%, which is about normal, but down from 56% last year. At 8 years, we have a 27% graduation rate. Lengel provides a report on part-time students, but only to feds, which is a 50% retention rate this year. At the next Provost Council meeting, we will get a report on part-time retention. Full-time, first time freshmen is what is reported. In addition, the council members asked for the numbers on the entering class of transfer students, but Lengel will only be able to provide the numbers taken together at this time. Miari is doing it for departments (Lipscomb requested this last fall by April 1) because we need it for the NCA accreditation report, which is due in April. Westbrook emphasized the need to make it known that retention is based upon a class of about 450 students, so that it is understood which group is affected out of the 7,000-member student body. Our graduation rate is based on 6 years after the students enter and retention is the number of freshmen returning the following fall as full time students.

Westbrook asked if anyone has survey or other data on why students not returning. IR does 1-, 5- and 9-year surveys after graduation. It might be worth looking at the responses they get from the survey, but the return rate is about 20%. Lipscomb has been collecting survey material in preparation for the next NCA visit (2012-13) to understand why students do not come back or are on probation. The primary responses are — study skills and failure to give study time (time management). She is doing a new survey of faculty, staff and students on retention from different perspectives. It is valuable data because we need 5 to 6 years' of data to submit to NCA. Another report is due June 1, this progress report is a follow-up of the June 1, 2006 report. It is on the website. The last report said we would develop a comprehensive retention plan with higher admission standards, which would improve retention and graduation. This is a problem because we are now lowering our standards for admission. Other points are also problematic. The question is did we improve retention and graduation by admitting students with higher ACT scores and GPAs as regular admissions? We did not, which raises the issue of integrity. We never adhered to our policy. Did we have an adequate pool? No. Another
major problem is recruitment strategies, which never were in place. There is a significant gap in policy and practice. We must address it now and in the self-study for the NCA visit. We have not been honest with our actions. Lengel said that he had read that students with ACT scores of 16 – 18 are not ready for college and in sciences, such as biology an ACT of 22 is the cut-off for success.

Bottom line – our data show our students are not ready. Bowie said a study of CPS students 60% of those attending all colleges (in/out of state, public/private) return after one year. This says a lot about our recruitment pool. The University of Chicago study, as well as a CPS document, states that the GPA is a better predictor of success than the ACT score. McCrank: With Goggle e-mail, we should be able to design and get a survey out in a timely manner before students leave because we have the tools available. We need to put a group together to design it with Institutional Research because some of the surveys out there are not well designed.

Need to determine what audience we are looking for – designing the freshman class as per Howard Johnson’s strategic recruitment plan. We understand that marketing differs for each segment we are seeking to recruit – traditional 18 to 19, non-traditional students, out-of-state. The problem is we do not address any market. It is all of our responsibility to let Johnson know the issues and to recruit the students we need.

6. **Non-Academic Process/Procedures [Lindsey]:** While an administrator is on leave, we need to have authorization for signing as fiscal officer. This issue arose from Jose Faria asking for a memo, after the fact, for signatory authorization of a chair/fiscal officer on leave. This appears illogical because the dean grants authority to that chair. They need a policy manual for how to handle things in their area. We need clarification from Administrative Affairs on their policies and procedures. Problems with failure of getting budgets loaded in a timely manner so that units. Bowie: they need their procedures publicized on the collection and authorization to collect checks and who checks are made payable. With special grants and summer programs, she sees individuals collecting money and personal checks not made payable to the University being collected. It was suggested that we ask Dr. Dean Justmann to attend our next meeting to discuss this and other budget issues.

7. **Physical Facilities [King, ext. 2148]:** BHS elevator is down and needs replacement. It will need a total refurbishing and it is the most unreliable on campus. We will remove it from CBD request list and seek to fund its repairs internally. We need to keep the students affected by the downed elevator in classrooms where they are located for the remainder of the term. Otis has the contract for the Convocation Center elevators, and they will be out this week. Stair treads are in place in Education. Separate packages for waste removal are in place because of cost. Education has contributed to the waste removal. This week picnic tables will be in place for outside and on the deck. The LIB says we can change weight to reduce price if needed and tile replacements will be made as well as carpet cleaning and high tech classrooms. Concern that during the day ok – but need to have an accommodation for getting into lock-down rooms at night. Supervisors say they discuss issues with deans routinely about issues and what they can do to assist. If not done weekly, let her know. Some bathrooms have new soap dispensers, air fresheners. This spring will have additional benches, plants, trash receptacles. Signage: will remove illegal signs (ask our help). Follow CSU policies and college procedures and ensure your staff follows it. All should remove any sign without approval stamps and for events that are over.

8. **Admissions Criteria [Westbrooks]:** The new standards need to be on the web and distributed. Admissions wants to know what should they publish. There are about 300 on a list of those not admitted (January to Feb. 20). About 110 would be admissible on the new standards. Ms. Lowe has developed a letter explaining for these students telling them that they are admitted to U-C and they should contact Ms. Bennett or Mr. Knight. Many may already been admitted to other institutions. Normally, those in this category may not apply until June so we do not know how many will be admissible. June 15 is when the Bridge Program begins. Those with ACT 15 and 2.0 GPA are not required to participate in the workshop. We are not admitting under ACT 15. Discussions will continue about the special program and will work with Dr. Patterson in Counseling Center on Project Success.

9. **Retention [Westbrooks]:** UAASC – the center only works with students the first two semesters and then given to the departments. That is happening now. After May 30, 2009, the transition will be complete. This will be shared with
advisors at next week's conference and later with all chairs. These students will all have CAPP and financial aid information, so they know how to monitor their progress. The counselors are now calling the new freshmen class about getting in to take the placement exams. Recommended that UAASC retain the students until fall 2009 registration.

Need to get students an advisor in their academic homes. These students are "needy" and require a tremendous amount of time and contacts. Most students went through advising in the college and all are on academic probation so they need ASSIGNED Advisor and the advisor needs to initial or sign the form. Students do not see the same person – it is responsibility of student and faculty to commit to making it happen – we must be aggressive about advising. Each college has continued to receive the full complement of advising cues, although not advising all students. Need to implement the mentoring process, tutoring among various courses and more. We have retention money to pay UAASC through August 31, 2009. Westbrook will work with Lipscomb and Jefferson on the hiring of the staff. [Note: All BU lines were collapsed into one and allowances made for spending if it is for retention, all else requires Presidential approval.]

10. Announcements

a. Meeting with Dianne Bazell, IBHE Deputy Director, on Friday, March 20 noon, for lunch with Provost Council. Retention, recruitment, program elimination, review, and other issues.

b. Monday, March 23: President's Gallery, Rep. Boland at 1 p.m., he is chair of state appropriation committee.

c. Presidential 33 completed applications, 26 male and 19 had higher ed experience, three internal candidates, and six

Served as consultants, 4 private universities. 15 Midwest and 9 east, 1 west 1 alumnus, 3 staff/faculty; 22
Ph.D, 5 Ed.D. One DBA, five JD, one M.S., one B.S., two Ph.D/JD. BOT will interview five top candidates of Friday; narrow to three invited for campus interviews in April 2 or 3rd week for a one-day visitation.

d. Faculty blog website is at [do not use the www prefix]: csufacultyvoice.blogspot.com

CSU Faculty Voice.url

Submitted by

Deborah Jefferson

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