1. Approval of Minutes: April 29, 2009

Jefferson

Old Business:

2. Enrollment Update

Lowe

Freshman applications are down although admission is up. There is no backlog. The number in the pending category for University College (U.C.) decreases as admission goes up. This is the result of U.C. admitting the students and notifying the Office of Admissions. Most signing the letter of commitment to U.C. will enroll -- @ 96% or more enroll. Out of the 689 who are admissible, the number is up to about 120. Last week there was an information session. On Friday, we will meet with department chairs at 2 p.m. in the LIB Dean's conference room to discuss our preparations for handling the potential increase in enrollment. Most chairs have confirmed attendance. The focus is on courses, especially general education and basic skills, needed and classroom space. If deans have suggestions for items, please forward them to the Provost today.

Transfer numbers are down. Admissions will prepare admits and enrollment by city college so they will be prepared for the May 21 meeting with the counselors and transfer center coordinators.

3. 344th Commencement

Ward

Question arose regarding hooding for Ed.D. Normally, dissertation chair not department chair handles the actual hooding. This will be clarified. Dr. Pogue is the speaker. Things will be finalized when Dr. Pogue returns to campus.

4. Physical Facilities Update

King

a. 95th AND St. Lawrence is re-routed to cover potholes. This is beyond the CSU threshold because it is city property.

b. Landscape is started to prepare for commencement. Planters will have plants.

c. Will go building by building. Ask for work order for additional clean-up if you are having special functions, especially involving food.

d. Additional lighting is ordered and will be installed.

E. Plumbing. A broken sewer line near Douglas that will require excavation. Will need to keep buildings open – JDC, Douglas and maybe William Science will be affected. Not a funding issue but an operational one. This is the reason for the smell. The problem is being addressed, so let faculty/chairs know.

New Business:

5. No Violence Policy: Mr. Seth Hosick, Director, OHR

(Guest)

He has sent copies to a variety of individuals for input. Mr. Hosick seeks all of our input. This is a crucial policy because there is a need to change behavior and for individuals to recognize there is a consequence to actions. In
November, we reviewed a long document and this would replace that document and be implemented within a few weeks. How does the department chair know what to do? There are three levels of incidents—a threat could happen, a threat is going to happen, something happened. All feasible to be trained will be trained. There are six contact offices. All levels of employees as well as students can be involved. Students are handled, however, differently because student affairs has existing policies, procedures and roles as per judicial affairs. Please send any changes to Mr. Hosick.

Job postings will now be posted on GC-HERC. College of Education is now seeing an increase in inquiries. The College of Business needs to work on funding for its vacancies.


Lengel

IR prepared a comparison table by major. Most majors had decreases, however, these are absolute numbers—full/part-time. These are the students by major at census data. If during registration, each department verifies the students and makes the appropriate changes, any inconsistency will be removed. Deans need to be prepared to explain why their program numbers change up or down and why students leave. Dr. Watson will be asking specific questions on the major by level. If deans associate specific number of faculty with the majors in each program, they can see how resources are allocated and where faculty are needed.

Dr. Jefferson will share the report she gives to each department chair with the numbers of majors by term for the awarding of advising CUEs. This will also help the deans see their numbers. She can add the number of tenured/tenure-track faculty associated to the programs.

7. ADA Support/Extension/Contract

Bowie

There is a need for overall support when we enroll students with ADA needs. We can’t discriminate. We don’t have parameters while expansion grows. We don’t know who pays for the special services and what services we can provide when a student with special needs enrolled. Does the academic department, contract, college or extension cover the costs for tutors, readers, etc. Perhaps we can get interns from programs needing. Need a budget to cover these costs. Need a plan for this responsibility.

RECOMMEND: Counseling Center makes recommendations or requests for CSU to be a site. Will ask Dr. Kendra Holzer to attend next meeting to discuss this issue.

8. Student Refunds for Tuition: Policies

Bowie

Lately, we’ve had requests for refunds because of mis-advisement or other issues. We need a policy on what and how or who to grant a refund. Each college needs a grievance process and procedure for handling mis-advisement. The students need to be in good academic standing. The Bursar has a policy that no refunds are given after withdrawal date. Perhaps it is not a policy but procedures for operating.

9. Definitions for Vanity Press and Other Publications

Jefferson

Dr. Jefferson reported on queries regarding peer review and vanity press. She was asked to include a written statement for the P.C. members. The following was included in the minutes as per that request.
The following was prepared by Dr. Jefferson in response to a query from a Department Personnel Committee:

"Generally speaking, the most commonly used interpretation of vanity press is a publishing house that prints at the writer's expense. The writer has an idea that they want to see in print that documents their ideas, position, philosophy, methods, etc. Vanity press also encompasses "custom printing," in which the writer (e.g., faculty member) contracts with a publisher to print a manuscript, perhaps for his or her own classroom usage. The writer may handle his or her own distribution of the book.

There are any number of these publishers in the city and state and across the nation. They may have varying levels of sophistication, contracts and relationships with individuals, groups or organizations. Generally, these types of publishers do not meet the definition of a peer reviewed or refereed publication. They may have a field test component or in-house editors or some form of screening, but the broader academy (higher education) does not recognize these operations as meeting the rigor of scholarly activity. These also generally do not have university faculty (tenured) reviewing the work for its relevance to the discipline as a scholarly contribution.

Commercial textbook publishers will have review boards, marketing outlets, distribution systems, test panels, which generally are faculty or academics as well as a contractual arrangements in which they pay the authors, who may have been solicited to develop a textbook on a specific topic because of the individual's expertise."

The following was prepared in response to a query about a definition of "peer" or "refereed" publication to the College of Education. It may be useful to have a similar definition:

The College of Education defines "refereed publication" as a publicly disseminated, scholarly work that has been subject to the peer review process (as opposed to an editorial review). Scholarly activity includes, but is not limited to, excellence in teaching, original research, scientific experimentation, and original creative expressions. It does not include book reviews, literature reviews or other expressions of informed views.

The work should be reviewed by at least two other experts in the same field who evaluate its quality and originality as a precondition for public dissemination. The work should also be documented with, notes, footnotes, endnotes and/or a bibliography as a means of validating the sources of information.

The work may or may not be blind reviewed (i.e., the identity of the author made known to the reviewer), and the reviewers may be either internal or external to the organization to which the author is affiliated.

Self-publications or works published by a vanity publisher (a publisher that charges clients for the publication) are not considered to be refereed publications.

Works may be disseminated in journals, books, book chapters, monographs, musical compositions, etc. They may also be disseminated through visual displays and live artistic performances. Public dissemination can be accomplished via printed and electronic media.
The Web site or other vehicle for electronic dissemination is subject to the same scrutiny as the printed vehicle.

It is the responsibility of the person who is being evaluated to establish that the work meets the College's requirements for a refereed publication.

The following definition of "peer" or "refereed" publication appears in the Departmental Application of Criteria Document for the Department of Management, Marketing and Information Systems in the College of Business. It may be useful to have a similar definition:

"Peer review is the quality control process for academic product. The form of peer review differs from field-to-field and even each journal or conference. Peer review, as stated here means that the work has been examined by colleagues at other institutions and has been deemed of high enough quality for inclusion in the venue. Books, monographs and book chapters will be considered refereed if they are accepted by a university press or by a reputable publisher who uses outsider reviewers and consultants. Since an earned doctorate is a requirement for promotion and tenure, dissertations will not be counted as publications unless they are reprinted by a reputable publisher. Self-publication and "vanity" presses will not count in this area.

Peer reviewed funded grants for which the faculty member is the primary investigator will be awarded 75 points, and for those for which the faculty member is a participant, but not the primary investigator will be awarded 50 points. If the grant supports research, which leads to publications, those publications are eligible for points in Section III, B-1, if the publication is refereed or in III, B-2 if the publication is not refereed.

10. Nontraditional Degree Students and Upper Division Courses

Dr. Jefferson was not present, so no notes were available for this discussion area.

11. Summer and Fall Book Adoption Issues

Dr. Lindsey, Dr. Gist and Dr. Simyar were given lists of faculty who have failed to supply the book titles for summer. The bookstore has tried to contact them with bad results.

The Fall book order list was distributed. Dr. McCrank asked why the faculty have not sent out reserved readings so that the Library could make sure they have copies.

12. Summer Youth Employment Program

CSU is partnered with Mayor's youth employment program for youths 19 – 24. Apply on-line. Deadline May 29. CSU is a worksite. Our CSU students may be eligible so please let our students know and apply. This is 7 weeks for about $9/hour for 20 hours per week. If they are low income will be automatic if they qualify for TANIF or food stamps. These may not necessarily be CSU students to work here. Anyone who is a resident of Chicago can apply and they can select sites. We will have 30 slots. Dr. Ward should work with Mr. Keith Hooker in student employment to help identify students. Browse the website for more details.

13. Submission of Reports: Quality and Content
7. Other Matters
   a. Business Expenses Policy – cannot spend state dollars for taking staff to lunch. The CSU policy is very specific about what is covered. This is available on the Financial Affairs website. Remember, this includes no alcohol. Dr. Lindsey said there is a new policy on DPV from sponsored program. It is on exceptions and it requires a justification on why you are making the request.

8. Announcements
   a. TANIF – May 11 applications will be available for summer school. It will cover books as well as 6 credits. We received $100,000 and Dr. Ward will disperse funds until they are gone. An additional $69,000 was received and already been dispersed.
   b. Michigan College Guide has an insert for CSU. Several deans supported this venture. This was across distributed across the entire state. This was helped by Pat Arnold.
   c. Hiring: Do we move or hold? Dr. Westbrooks said that after July 1, all forms will require Dr. Watson’s signature; those who have identified faculty and wish to give them an offer, please make sure you preface it with (1) you will need the president’s approval, (2) dependent upon the general assembly release of funds and (3) indicate this is the salary you will propose to the president.
   d. Next week Grad Studies will upgrade the requirements for membership in graduate faculty. Each dean needs to review the document that they were sent and share it. The Grad Council will vote on this at their meeting on Tuesday.
   e. Moodies transition document from Dr. Scheinbuks was distributed.
   f. College of Health Sciences Induction – 6:30 p.m. Friday, Jones Convocation Center
   g. Dr. Bowie expressed her appreciation for our support.
   h. Three Diversified Fellow in Higher Education fellows next year – 2 masters in counseling and one former Kriehbel Scholars accepted into graduate schools.
   i. Traci Neshitt – there are 3 directories, one on each floor, one at entry, one in front of the building and a location type directory. Please make sure you provide accurate information with names, rooms in your areas.