Provost Council Minutes
November 11, 2009


1. Minutes: November 4, 2009 – Approved. There was an omission regarding discussion on the proposal for a policy regarding dual majors, which will be prepared by R Benny.

Old Business

2. Enrollment Update (Romi Lowe): Remains flat and will be accepting new students into University College for spring 2010. Currently, there are five applicants. We will include all UC and engineering studies in the head count and numbers, but will indicate how many in a notation.

3. On-Line Academic Early Warning System (Creola Rigsby/Sandra Westbrooks):
   a. Status Update: The LPD grade was missing from the list. There was overwhelming faculty support – 90 – 95% of tenured/tenure track participated. Those who did not were generally lecturers, or part-timers. CHS has 100% of his faculty participating. Dr. Green has listing of FFF dropping to part-time who are encountering difficulty with credit hours, limited progress with “F” and the course. Their final grades for the courses will be recorded as indicated as w/f or w/p. There are 18 on the list and they need intervention to remain active and to catch-up. Each will be called to learn the type of intervention needed, the president will talk with each of them and if he is not available, they go to the provost. Dr. Watson is serious about retention and turnaround. Fifty percent of those on the list are UC; four are BOG, 2 Business, 2 Psychology, One each – Nursing, Engineering Studies. Sometimes we cannot help, but we will know exactly why they have trouble or left. Only two have officially withdrawn from CSU since the census report. Therefore, we have lost less than one percent of the total. Westbrooks has shared her thanks to OIT and UPI for support and participation. Now we ask that the deans and chairs encourage the part-timers to participate, they generally are not in UPI but need to influence participation at point of hiring. R Benny reminded the group that if we expect part timers to participate, they need access to computers, office space, telephones, and mailboxes. Chairs begin the process at point of hiring about the importance and role of the early warning. We cannot require faculty to participate, but strongly encourage.
   b. Follow-up (Requests for books, tutors, etc.): Tutors have been the top request. Some damage has occurred in the past with reserved books according to V Sorrell within the last two weeks. It was discussed in CAS dean’s council. Recommendation: Larry McCrank needs to provide update on missing books and damages to the books we just purchased for reserve. We need specifics from deans when students report the problems with books. It was suggested that the reserve desk check each book when they are returned before giving the students’ IDs back.

New Business

4. Freshmen Experience (Green): Scholarship Committee report (Lindsey, Hooker, Lowe, Gist, Green and McCrank). When contacted, some students dropped out for as little as $50. There was a scholarship coordinator, Johnny Evelyn who is now Interim Bursar, but his duties were changed after the appointment was made and it never was revised. The committee submitted a written report, which included a list of resources at CSU. The committee referred to the CSU Foundation awards to the colleges as “retention” scholarships. Some of the colleges received different amounts from about zero to $10,000. The recommendations included providing deans with available dollars and details, a permanent
scholarship coordinator, web page presence, centralization and more. This is just a start because other awards come out during the Honors Convocation. Lowe recommended that a representative from the Foundation should be on the committee. Jefferson recommended clearly defining the coordinator's responsibilities and reporting lines so all know the who, what and how of the position. There are numerous of private and departmental sources granting awards. Financial Aid had estimated that we have $59,000 in awards this year but the actual amount granted was $390,700+.

At the last PEC, Dr. Watson indicated a need for a 10% rescission plan. Once the dollar amount is known, the provost will discuss it with each area. This coordinator position is new and the potential rescission plan has implications for hiring, plans, and accreditation. This may be on the table for the next PEC meeting. We need a different strategy than in the past, i.e., elimination of all travel or equipment. Want the discussion to be fair so no single unit takes the highest hit. The rescission allocated to each unit will be a combination of percentage and dollars. Do not want to compromise the operations or force the provost to make the decision.

The discussion continued on the budgets, expenses and revenues, including: CSU having the lowest residence rates and the Board tabled the request to increase the rates; paying taxes on bonded buildings and auxiliary services; deferred maintenance and others issues. Other issues were on cash flow problems. Mr. Reginald Meeks will start on Monday at V-P for Administration and Finance; he has applied and been interviewed as a finalist before and re-applied again. He has been in similar positions at UIC or Roosevelt, and he knows BANNER. This fiscal year we lost 8.2% and to offset it the Governor indicated we would get stimulus dollars. When the budgets were loaded it was at the rate with the stimulus dollars, which was not released.

5. Appointment Meetings with Office of Enrollment Services (Lowe): Delivery of letters to students who came as 2004 cohort to their classroom worked and students have been coming in to meet. Four year graduation rate is 2.5% - 15 students; 44 students graduated in 5 years. Of the ones we can capture not yet completed (6in six years), if we graduated 66 students already contacted, we would have an 18% (cohort 2004) graduation rate in 2009. For 2008, it is about 14% (cohort 2003). The 2002 cohort graduating in 2007 was 12.8%. So far, 42 out of the 70 left from the 2004 cohort still here have made appointments and they are continuing to make appointments. If we graduate 102 out of 568 (2004 cohort) our graduation rate will be 18%, we have graduated 44 so need 58 out of the remaining 70 to reach this point. So far, it is encouraging. Today, we received a list of the December graduates, which should contain some of the 70 students. The CAPP and advising piece for the 60 credits and 90-credit audit has not happened.

6. Advocated Trinity and CSU Exercise (Balogun): For the last four years, we have held a mock or simulated disaster event on campus. This year was a residence hall fire. Last year was a shooting. This took place last Friday. It allows the campus to check its preparedness and response time and level. A representative from the Office of Disaster Management, who gave us good marks, evaluated the event. She recommended getting our administrators trained so we can qualify for FEMA funding. We could meet federal regulations if our top-level administrators and chain of command.

7. Other Matters and Announcements
   a. Final round of academic warnings we will have a "fresh" slate, but past grades will be in the background. Rolls out on November 14 and next week the students can view. The students will be able to take a poll on U-Pass and extended library hours as part of the registration process. There will be nine, yes-no questions.