Provost’s Council, October 14, 2009


1. Oct. 7, 2009 minutes approved

2. Ethics Training: Update (Renee Mitchell)—Ethics training will be rolled out Oct. 20, and is mandatory for all state employees. Notification will be sent via email and voice mail blast—part-time and special hires must do paper version. HR will provide a list of these individuals. The Paper test can be downloaded from the Web. Chairs must collect completed tests and send them back to HR. Chairs will get lists after 10/30 payroll. All, including faculty and student workers, must comply with ethics training requirement; this is not a union issue.

3. Enrollment Updates (Lowe): Enrollment for spring 2010 is on track. A concern is that too many high school recruiters believe that CSU has lost accreditation. We need to make sure that all of us are prepared to speak to this misinformation and correct it whenever possible. More, highly positive, information must be publicized about Chicago State, and there should be prominent advertisements that speak to Chicago State’s excellence. Dr. Gist shared that she had been called by DuPage County asking for us to send our student teachers there, which indicates that there must be some positive information about CSU out there. We will see more enrollment activity after the Thanksgiving Holiday.

4. Academic Warnings (Creola Rigsby)—2nd academic warnings period is this week, reports will be sent out on Monday that indicate affected students and faculty who have not entered any warnings. Students can view their academic warnings—Robin will send Email Blast to ALL students as well as put up flyers in prominent places. Some courses, such as math 0990 classes meet only for 8 weeks, which presents a problem for the instructors—they can only report academic warnings at week 4. Ms. Rigsby will look at courses that meet only for 8 weeks.

Jefferson indicated that Academic Warnings are not a union issue. Faculty should fill these out as part of primary duties. All faculty evaluations or tenure reviews should indicate when faculty do not complete these important duties.

4a. If students need help, Dr. Westbrooks needs to know exactly what she needs to buy to get the books for students who need them. Dr. Lindsey reported that people are putting books on reserve in library, and where there are no desk copies available, books on similar topics are being placed on reserve. Dr. McCrank announced that if a book is on the syllabus, the liaison should order a copy for the library, for which the library would pay; he added that text books on course syllabi are not included. Westbrooks asked we took one copy of every
book ordered for classes and put it on reserve, would we be in violation of the contract at Folletts? She will look into this. Tutors will need access to the books from reserve so that they can tutor students in the library. It will be important that there be a way to monitor hours put in by tutors.

5. Physical facilities report (Orr): Electrical Shutdown during Intersession. Power will be shut down in various buildings over the winter break. Benny and Orr will work together to avoid conflicts with Intersession classes. Rigsby will need back-up generators for IT needs. (Jefferson) Orr has all materials for space study from last time and can disseminate it to deans—All deans should contact Angela Harris at 2407 who will have the information. There is no consideration of net use of space in buildings at present. (Orr) There should be some representation from campus at Alderman meetings at Harlan High to discuss campus and community shared interests in safety and other shared concerns. CSU Police should also attend the community CAPS meeting. Orr will provide meeting schedules.

6. Incomplete letter grades and tuition payment (Benny): Only English 1230, 1240, and 1270 give incompletes rather than failing students who don’t pass the exit examination. There needs to be a different model for the composition program. Dean Lindsey will meet with English Department.

7. Submission of Accreditation Fee Requests (Westbrooks): Accreditation fee requests must be accompanied by appropriate paperwork such as invoices, purchase requisitions or DPVs, so they can be processed. All of the required paperwork must be supplied or the fees cannot be paid. Further, when submitting payment request, a budget printout must be included. Budget transfer forms must also be included when necessary.

9. Research (Miari): Handout on First-time, full-time freshman retention rates: table illustrating relationship between retention and graduation rates. CSU is trying to get a sense of how other schools do with students like ours — African American or Latino students in all schools listed. A question was posed, why is Northeastern’s retention high compared to CSU’s, when their graduation rate is so low (18%)? Miari suggests that both CSU and Northeastern lose more students during sophomore and junior years. Also, both schools are commuter schools that retain fewer students than residential schools. Northeastern graduates about 8% or 9% of African American students.

Jefferson commented that according to Crossing the Finish line, CSU figures are consistent with what is being said in book—a glaring point, after SES information, is that these figures have remained unchanged for 30 years—residential, flagship institutions remain the same, high retention and graduation. This information suggests that unless we change the retention in high schools, we cannot change our retention and graduation rates. Ms. Rigsby can run a banner report that will identify the demographics of students who stay.
10. Social Justice Non Violence (Watson):— What is the role of the University addressing the issue of violence in the community. Dr. Watson asks Deans to challenge Chairs and faculty to look at issues of social justice in Chicago and to try to identify the causal factors and to involve students in research opportunities. Dr. Lindsey reported that much of this work is being done, but there is little funding of the kinds of pilot studies that lead to major grant funding for social science research. Westbrook reminded the group that the Center for Teaching and Research Excellence has seed money for this purpose.

Research CUES: These are already given for people to apply for research CUES but faculty don’t really know about them or other research opportunities because Deans and Chairs may not get information out in timely manner. Faculty may apply either from research cues or grants from center for 1000 to 5000 dollars to begin pilot studies. Watson—the other piece is to use students to do research or fieldwork (Remember IRB) if used correctly. Use research activities in classes to teach both concepts and that sometimes you serve your community without expecting compensation. A suggestion was made to apply to the IBHE to open a center led by Dr. Watson, that would focus on student engagement and service in research in community issues such as the causes of violence. Jefferson, Lindsey, and Gist will develop a sketch of how the center, the research, and the student projects would work, as well as how teacher preparation could help future teachers include community research and service into their own classrooms.

Announcements:

- All should work with faculty on developing certificate programs to meet needs of potential students who do not want to earn a degree.
- There will be an extra section of 0990 level one for those students who couldn’t get the course earlier.
- Purchasing has announced that they will now charge a 16% handling charge for any supply orders—if they have to redeliver it’s 30%. If you want to pick up your stuff from the loading dock yourself, you can avoid the surcharge. No policy was announced except at training—nothing has gone out formally. President Watson questioned this policy.