Provost Council Minutes
October 21, 2009


1. Minutes: October 14, 2009 - Approved

Old Business

2. Enrollment Update (Romi Lowe/Garth Lengel): The numbers are up slightly over same period as last year, but there is little change over figures posted last week. We hope to see more students being admitted soon because we will be getting radio spots to begin to run by the end of October or early November for the spring term.

Dunbar High School counselors related questions their seniors had about our loss of accreditation during a guest visit to CSU today. Westbrooks and Watson clarified this to the group. We are reminded to all say the same thing about HLC/NCA. Remind individuals to see our website, which shows our accreditation letter and the symbol on our website. Let people know that focus visits are normal, but important. A consultant [Dr. Sherilyn Poole, Associate Vice President and Dean of Students, Governors State University] has agreed to work with us. She has been a peer reviewer and team chair in the accreditation process. The President and the Provost are optimistic following this conversation. Poole, who emphasized seeing progress and connecting the items that are all aspects on the report.

Watson said that according to the consultant, if we hit our mark of 85% retention for the spring plus the other retention activities we are doing, we will pass the focus visit. We must, he said continue pushing. In addition, Poole related the importance of having a vice president for enrollment management. That position is crucial to be in place.

Both Watson and Westbrooks indicated they had a positive visit with Poole. She said we were on target with our task force, emphasized having a communications piece so that all constituents are kept informed. Westbrooks emailed task force materials to all today. Dr. Gist put it onto Live text and we all have access to it. See her if you have problems. Trustee Hill has been included.

The 589 First time, Full Time Freshmen (FFF) includes all regular admits and the University College students. Miari will verify to make sure the program does NOT include Engineering Studies.

3. On-Line Academic Early Warning System (Creola Rigsby/Sandra Westbrooks):
   a. Status Update: Two reports were sent to Benny, who is out ill, so Rigsby will send it to deans today. One report is for all faculty who did not submit grades. They are verifying the list of faculty to make sure it is correctly listed. All cohorts were there but not the 2005 cohort. This will be distributed. Past comments about the 2006 cohort were clarified and those students were included.

   b. Follow-up (Requests for books, tutors, etc.): The books requested by the deans have now been placed on reserve in the Library. This is for those books with full details from which we could purchase. McCrank said the books came without references for the course and/or instructor, which is how they are
stored and catalogued. The Library is correlating it with Follett’s Book Store. Nothing was received from Business. Health Science books are going to Library today.

If this is going to work, something must be done about late books and mutilated or damaged materials. The students are charged for book replacements and fines are implemented according to McCrank. He suggested that if faculty receive desk copies, the instructors should be asked to get one for reserve in the Library for the course-reading list. If the Library owns the book, it will be fully accessible and catalogued (@ $32 per book to catalog). It was noted that company policies have changed regarding desk copies.

We need to get a system in place about the process, procedures for acquiring texts. Misinformation about textbook accessibility of is being given by faculty. McCrank again reiterated the problem with CSU as a library borrower rather than a contributor because we have failed to retain our buying power in acquisitions. Westbrooks asked McCrank to cease asking about the $300,000 in lost acquisitions. This meeting was not to discuss that issue, which is a mute point.

McCrank distributed the LIS Strategic Plan for 2009 – 2010 along with a sheet on the Course Reserve process and a brochure, “A Student Guide to Electronic Reserve.” He continued discussing other issues regarding syllabi, course book printout (given to Follett’s), a proposal for acquiring books, putting things on reserve and more in relation to LIB services and needs. Everything can be put onto reserve from the Follett’s list. There is a problem that some students might not purchase books if all the texts are on reserve. This also might create other issues with the bookstore contract and lost revenue to the University. We have a responsibility to correct the information and query about which books were on reserve – it is for those with financial challenges who needed access to books.

c. Discussion (Clarity relative to Mid-term Grades): Provost received complaints about a lack of clarity and confusion on the process. This should be cleaned and corrected for next time. Faculty had indicated on syllabi mid-term exam and grades, which did not correspond with the academic warning date. Hoped the three early warning postings would eliminate the need for midterm grades. The bulletin says midterm grades are due October 29. The system shows you can pull down academic warning OR midterm grades. How much problem would it create to change this menu? It can give access for posting midterm grades. November 16 – 20 is the next early warning period. The October 6 letter stated that the midterm period was combined with second early warning period. Faculty should be told if you wish to submit midterm grades based upon the codes used in early warning system and next semester the midterm grade would be eliminated. Faculty can revise previous early warning or post midterm. Available October 22 – 29. Students will have viewing privilege on going.

A special effort needs to be made to contact the part time instructors about the early warning system. The department chair is crucial in getting them informed.

Notation for Jefferson: REVISE HIRING FORM APPOINTMENT LETTER: include language about participating in early warning system and posting of grades. Change Faculty Handbook to include this language. Consider contract language regarding obligation to post early warning and final grades.

New Business

4. All Freshmen Campus Assembly: Thursday, October 22 – Noon to 2 p.m. Breakey Theatre (Cheryl Green): Programs and flyers were distributed. Outreach to freshmen via: mass mailing to home
addresses, email blast to all via www.csu.edu (821 freshmen); and Facebook blast. She will use her freshmen student workers; make personal presentations to all FRSE instructors and their classes (14 sections) and residence hall (50% are freshmen). Put an announcement in “Up to the Minute.” The freshmen in the College of Business (Jihad Muhammed) were contacted. Curtistine Doyle is preparing to liaison with City College to learn how we can set up a mass texting at the university.

Green will contact the University’s twitters in University Relations (Board of Trustees) to get message out that way. She has been interviewed with the on-line CSU newspaper. She contacted police operations about using RAVE, but it is only for emergency use. Pat George’s 80 students in Project Success have been contacted. It also was announced at the President’s All Campus Assembly.

Need to use the University web calendar to get activities like this posted.

Rigsby will identify all the FFF and generate a list with their classes, including the instructors. The deans will be told their instructors and asked to contact them.

5. HLC Focused Visit Update (Sandra Westbrooks)
   a. Communication and Presentations
   b. Consultant is Poole, Associate Vice President and Dean of Students, Governors State University

6. Research (Samir Miair): Important that we understand the grid showing longitudinal tracking of cohorts for entering FFF between 1989 and 2008. Grid shows total number of entering freshmen. The highest class was 1998 with 600 and the lowest was in 2000 with 345 enrolled for a mean of 474. The rest of the grid shows percent enrolled each year for each cohort. The chart also provided graduation rates for four, five, six and seven years. The highest retention was in 1996 with 69.55% and the lowest was 2004 at 52.82%, which was the year we started counting UC students. We had trouble with data collection in 1994, so it was not included.

Audits after the 4th year are crucial so that you can push students to graduate in five or six years. There was a gain in retention from 2007 to 2008, which shows initial efforts on retention is working.

The 589 freshmen, during the first interval were not lost and during the second interval for the early warning system, we have not lost any students.

7. Participation in Social Justice/Non-Violence Discussion, American Bar Association co-sponsor (Sandra Westbrooks): A number of events will be on campus over the next couple of weeks. Tentative: host challenged schools (students and parents) for a sleep over Friday, Nov. 13 with programs on Saturday, Nov. 14. Address security. JDC. Scheduled: November 20 – in collaboration with ABA, positive media cover, 6 p.m. – 9 p.m. in the LIB.

8. Other Matters and Announcements
   a. Nicholas Smith’s grandmother passed. Details for the wake were shared. It is this Friday. See Dr. Slatkin for more information.
   b. Remind chairs that any time they want to have programs in which students are engaged in international activities, the Office of International Programs needs to involved from conception.