Provosts Council  
September 9, 2009


Remarks: (Westbrooks) Provost Council will continue to meet once per week—members are welcome to bring lunches. The job announcement for a new Vice President for Enrollment Management has been posted on the CSU website.

1. Minutes approved:
2. Black Male Resource Center (Ward): The focus this month will be the Noel Levitz Customer Service training—Ms. Lowe’s staff will be the first to test the training materials. Best Buy retailers will interview students for jobs. The Game room hours have been extended. The exercise program is being expanded. All services open to everyone.

3. Enrollment Update: (Lowe) Enrollment is up and the university is experiencing an increase of 7% in FTEs. Fewer students have not validated than at this time last year. At the close of business September 10, non-validating students will be dropped with the plan that they will be reinstated to their original course schedules as soon as they make a payment. When TANF funds become available, Ms. Lowe will use them to pay for students who need assistance—she has $165,000 in addition to funds for Bright Start students. For the first time in many years, the student population has topped 7,000. We must keep these students.

Ms. Lowe speculated that the new model for admissions may have caused regular freshman admission to decline by 70 students. Transfer student numbers are also down. She will do an analysis to determine why.

3a. Academic Calendar (Westbrooks): A new proposal will be on table for the calendar, but if we go to a new plan, we must stick to it, especially if we develop a two-year course schedule. The new calendar under discussion will go into effect for fall 2010 if approved.

3b. Non-validation and reinstatement (Jefferson): We are not putting people into new classes during the reinstatement process. Students who are dropped for non-payment will be reinstated into the same classes they registered for originally. This is not a case where students can drop and add or new students can come in.

(Westbrooks) In two colleges, faculty members failed to appear for their first week of classes. Letters will be sent to the two professors. (Jefferson) These will not be considered sanction letters, because they are statements of fact and cannot be grieved.

(Simyar) Would like lists of those students not validating their schedules who have been called and have still not paid. He asked if he could send students who need books to Ms. Lowe? He cannot. It is recommended that he contact Brenda Hooker to see if there is any book money available. The Library will keep textbooks on reserve if requested by the faculty member who will provide a copy. Ms. Lowe agreed to ask for a list of names of students who have been dropped for non-payment at end of day Thursday, so that those students can be called. The list will go to Deans and Chairs, who called non-paying students over the weekend.

Dr. Watson asked if each one of the 350 students has been called by the deans. Two deans will inquire of department chairs on Thursday; others either called or emailed all students.
University College and Summer Bridge (Benny): 219 students were served in Summer Bridge; 48 passed Math 0990L1 and 24 passed Math 0990L2; 21 students passed the English diagnostic, and 13 students passed Spanish 101; 28 students passed the reading test. UAASC has advised 282 students over the course of the summer. At the next Friday staff meeting, results of Student Success program and early warning will be evaluated. Data on students who didn’t return will be collected.

Facilities Update Orrs: Facilities Management will be upgrading their response to work orders. Much work was done in summer months on cleaning the campus up and clearing areas for student and faculty needs. Curb appeal has been improved as have dorms. Future plans focus on being more responsive to the needs of the university and to plan for possible equipment failure and needs for the winter months. Students have applauded the visible changes made by the facilities staff.

Bucket Courses (Powerski): Bucket Courses are courses that appear on a student’s transcript and CAPP evaluation but that are not applied to students’ majors. At times, these courses can be used to satisfy electives or general education requirements. Dr. Westbrooks informed the Deans that advisors must address these courses when a student is first admitted so that they can plan their academic careers. Steve Powerski visits 30 designated two-year colleges, where he does presentations about Chicago State with other state universities and faces many questions. CSU is often not able to respond quickly enough to requests for articulation. Mr. Powerski asks that there be a designated liaison in each college who could help answer articulation questions. Community college programs are looking for specific information about professional majors, with rigid course requirements.

Questions and comments: Dr. Balogun pointed out that courses are constrained by accreditation standards. Flexibility or rapid decisions are not always possible. Mr. Powerski was invited to the next CHS executive meeting.

Ms. Lowe commented that the Office of Evaluations will no longer send hard copies of transcript evaluations. The result is that it takes only 72 hours to load the information onto the CAPP system. There are concerns in the sciences about ageing courses being a problem and different requirements for different programs. Mr. Powerski pointed out that when courses have to go to departments for review before they can be articulated it can take much too long. Transfer counselors can make or break a 4-year school, and if other schools can respond more quickly, we need to as well.

Robin Benny will set up a calendar of meetings to provide this training for advisors, chairs, and deans. She will also develop an instructional video on the use of CAPP for students.

Dr. Watson sought information about the advising models in place at CSU. He pointed out that there are four separate models of advising in force at the university but little information about the effectiveness of each. In addition, there are few records of how much time each faculty advisor is available to students, how much time is spent in each advising session. He pointed out that the HLC [Higher Learning Commission] will demand an analysis of each model and evidence about its efficacy. Further, Dr. Watson commented that there appears to be a disconnect between money spent on advising and student satisfaction. It may be that all advising models on campus are effective, but we should not be doing anything unless we have data that show that what we are doing is effective.

There is a general consensus that more advising must be available in the summers, for both freshman and transfer students. Ms. Lowe pointed out that the time faculty advisors are least available are the times when the most students need advising. Dr. Jefferson informed the group that the contract does
not specify that department advisors be full-time tenure-track faculty. Anyone can fulfill that contractual load for advising, even adjuncts or non-teaching professionals in the bargaining unit. The College of Business employs two full-time advisors, for example.

7. Study Abroad (Conteh): Not all Colleges, departments, and faculty members are following the rules for international travel supplied by the Office of International Programs. This creates liability issues. The OIP works directly with Homeland Security and ensures that the relevant embassy has information about who might be traveling to their area. Some programs are taking students abroad without contacting the OIP, which is unacceptable. Dr. Conteh gave each dean a booklet outlining the rules. In addition, Dr. Conteh must know the number of actual students who study abroad for her reports.

Dr. Westbrooks reminded the group that the university has a travel policy. Most are complying. If travel occurs out of the country, the request must be submitted 30 days before leaving. If traveling out of the state the travel authorization form must be turned in at least two weeks before travel. If the process is not followed, and something happens to a student who is traveling with university personnel, the university can be sued.

8. Long Range Plans (Assessment Trend Analysis and Retention Strategies) (Dr. Westbrooks): Dr. Westbrooks reminded Deans that she had asked for a report on the number of meetings held with chairs and faculty. She expressed embarrassment that faculty report that deans have not called a single meeting in a semester or even in a year. Dr. Westbrooks informed deans and program directors that they must meet with faculty regularly during each semester—deans must be visible so that they know what information is shared with faculty and so faculty will not feel that they are not informed. The HLC must see evidence that regular meetings with faculty are being held.

Dr. Henderson informed the group that there is an assessment form (201C) for reporting trend data available online which has a place to record first year retention rates for undergraduate students. The HLC will be asking for a three-year trend analysis. Dr. Westbrooks commented that too many faculty don’t know about retention data or if chairs have shared it. All faculty need to know what the data are for each department so that each faculty can answer questions intelligently when asked by HLC. It is critical that deans and chairs communicate effectively with faculty. She shared that at the last task force meeting, a decision was made to identify programs with good retention rates and to capture what strategies are being used by these programs along with data that support the effectiveness of efforts. Dr. Misiari informed the group that we lose between 26% and 30% of freshmen between fall and spring in the same year.

Dr. Watson reiterated that we need to put strategies together and show that we have an enrollment strategy. If we can show that 2009 retention rate for spring is 15% higher than last year’s, we will begin to put together a trend report for the HLC that will be effective. His suggestion is that each faculty member be assigned a fixed number of students to mentor and to ensure that the students make it to December and then enroll in spring. We must fight for and advocate for each student.

Drs. Watson and Westbrooks informed the Deans that measurable goals must be set by programs and colleges NOW. Dr. Watson identified four groups for whom goals must be set: first-time freshman and UC students; returning students; transfer students, and students who have earned 90 hours or more. Each dean or program director should contract with the university to reach set goals for each
group and suggested that one goal should be to increase the numbers of new freshmen, returning students, and transfer students who enroll at CSU by 15%. Each dean will be held responsible for meeting the goals. In November a schedule of courses for the next two years will be asked for. Faculty will be asked to hold students accountable to higher standards, also. Dr. Jefferson reminded everyone that all faculty year longs should match the two-year schedule of courses.

8a. Retention data: Retention figures are higher for the University College and the Honors College because students there get more nurturing. All departments should attempt to replicate the efforts of these two areas. Dr. Miari committed to getting a list of all new freshmen and transfer students to all deans after the Sept. 25, when the data will be frozen. Dr. Miari also committed to getting three years of trend data separated by program and college to Dr. Watson and Dr. Westbrooks immediately, as he had indicated that he had all the data. Dr. Watson strongly suggested that Dr. Miari keep a file for this and similar information that can be accessed when needed.

(Dr Westbrooks and Ms. Lowe): after tomorrow, students will be dropped. Deans must find out from chairs if all phone calls can be made to students. A new list of students who are dropped will be provided so that deans and chairs can call them.

Announcements: The Center for Teaching and Research rolled out this year. There was good feedback from new faculty about the faculty orientation provided by the center. Dr. Tiffany Davis coordinates the Center and is located in CRSUB. Each new faculty has a mentor; the effectiveness of mentoring new faculty will be tracked. The library and the Center can help with curriculum development and revision can assist with presentations. Dr. Balogun suggested that there is a need for research services for graduate and doctoral students for consultation about their research and dissertations. Dr. Westbrooks commented that we must do a much better job showcasing the fabulous work the faculty do and will capture all of the research and manuscripts, etc. A compendium of faculty research and publication will be developed by the center.

Dr. Westbrooks thanked Dr. Ward for helping with the signs designating faculty award recipients’ free parking space.

Recommendations are being sought for Illinois Student Laureate. Applications were distributed. Departments must come up with the money to bring the stipends up to minimum wage to support any graduate student assistants.

USAID has given us $13,000,000 over three years for the continuation of the Ghana textbooks project. There are 16 new students in Honors College with ACTs between 20 and 27.

Dr. Watson reminded everyone of the dates and times set for accomplishing each task set during the Provost’s Council meeting and reminded everyone that moving forward quickly is critical.