Provost Council Minutes
February 3, 2010


1. Minutes: January 27, 2010 – Approved.

Old Business

2. Enrollment Update (Lowe): A handout with the latest figures was distributed for fall 2010 admissions as of January 29. There are close to 1,000 applications which have been acknowledged but are not in the system because of staffing needs. There was a denial of approval for extra help in October with a number of support staff out for various long-term personal matters. Ms. Lowe is a member of the CPS Higher Education Access Task Force. The chair of the admissions and enrollment subcommittee will help push completion of applications. The task force looks at improving campus visitations and the submission of quality applicants. The CPS representative has requested to bring his principals to meet with our president and deans because of concerns regarding CSU accreditation. The group has met with other presidents and wish to come to campus for the same type of meeting. April was suggested as a good time.

New Business

3. Technology Updates (Dillon) – Ms. Dillon was out with the luminous platform training. Dr. Westbrooks reported that the new TV monitor system is up. IT will do adjustments such as resizing the text, changing the monthly schedules to weekly, and color schemes. There is a scrolling CNN news update. IT will contact BHS deans about moving things so the screen can be repositioned to a more secure place. This raised questions about getting lockdowns on each screen.

4. Board of Trustee President’s Report (Westbrooks) – These reports are due Monday, February 15: If you have items for inclusion please bring them by that date. The Provost asked for all colleges to include materials. There is a noted lack of participation from several colleges. There is always something to include. This report should be include activities since last December, or since the last time they reported this year.

5. Tracking Curriculum Changes and Impact on CAS (Lindsey): Some colleges are making curricular changes without notifying CAS. This impedes their ability to ensure sufficient sections, hinders meeting the expectations needed from the course, or a department’s reduction in staff needs because of the elimination of a formerly required course. It was recommended that the routing sheet add a signature line by the dean of the affected college, which will acknowledge the request so they can prepare.
An example of an impact on another college/program was the problem with additional students (at large and majors) for chemistry who are interested in pharmacy. The chemistry program was not fully prepared to handle the additional enrollment in its introductory courses.

In the future, there should be better communication from the chair of the coordinating committee and the Provost’s Office to ensure all affected.

6. **Math Placement Exam Recommendation from Faculty Senate** (Benny/Jefferson): Dr. Jefferson distributed handout from Ms. Benny on the Faculty Senate’s recommendation to remove the math placement exam as a graduation requirement. The provost will accept the recommendation and follow procedures for posting and notification. All advisors, departments, evaluators, etc. will need official notification.

7. **Workload, Office Hours and Reduction in Reassigned Activities** (Jefferson): In austere budget times we are asking that deans convey to chairs the need for having all full-time faculty (Unit A and B) at full teaching loads for next year. This includes going to 27 cues if necessary prior to hiring adjuncts or other part-time instructors. The cost of quality non-union instructors is increasing and we need to discuss and make decisions on our rates. Averages appear to be from $3,200 to $3,600 per course at other institutions. In addition, the Provost will do the annual review of reassigned time as per the contract and the list will be revised. Over the last decade, there has been unchecked growth in non-teaching assignments. Many of these cues will go away. Some units have course schedulers, coordinators, assistant chairs, and special functionary duties – all of which require the University to hire replacement faculty because these individuals are no longer in the classroom.

As per the contract, all faculty are to have posted office hours as well as in their syllabi. Stating, “office hours by appointment only” is not acceptable. Office hours do not have to be on the days faculty teach, they should be available all week with meetings, service activities, research and office hours and advising hours. Article 18.8 and 32.2 address availability for office hours. The language covers two-day and three-day teaching schedule. Faculty should maintain a schedule of at least four office hours per calendar week spread over at least three days or at least five office hours per calendar week spread over at least two days. In addition, faculty with advising cues also need to have hours for advising posted, which should be separate from their classroom office hours. Chairs should check periodically to see whether office hours are being maintained, if not, this should be reflected in the annual evaluations.

The University needs to review the costs for hiring part-timers and adjuncts based on program need. It should include equity and need while supporting the program. Consideration also should be given to hiring staff and administrators to teach or perform other duties. The new OHR policy manual will be rolled out soon and it will cover various items such as who is exempt from receiving override/overtime because they are paid to complete a function regardless. If there are special issues or activities, these will need to be discussed on an individual basis; however, generally those staff with green time cards are exempt from eligibility to receive overrides. We need to have the OHR director address the group because of eligibility and sick/annual leave. Those are OHR and Payroll functions. Supervisors can request a printout to track the amount of time available and they can keep their own spread sheets. The Provost stated that we should limit annual leave to two weeks (10 work days) at a time unless special circumstances. The new policy manual has language regarding excessive absences.
8. Other Matters
   a. Safety/Sexual Assault Training – students training will be ready for a fall session [Leticia Carrillo]
   b. Greenwood Facility – former childcare center – will be used for continuing education classes with free parking and security seven days a week. [Cecilia Bowie]
   c. BHS project is completed. Book Store still pending, will do it during Spring Break. Thanks [Monique Horton]
   d. Graduate Student Awards [Justin Akujieze] – Criteria were established for all graduate students to be used at the Honors Convocation
   e. President’s Emergency Fund Committee – Dr. Rasheed chairs it and the group reviews requests directly related to retention and graduation, but not covered by financial aid. These amount to about $300 each and covers items such as books, outstanding fees, bus passes. The TANF has about $100,000 to distribute but students must meet certain criteria. [Cheryl Green]
   f. Department of Nursing has a 95% passage on its state boards, which is above the state average of 91% and the national average of 88% [Joseph Balogun]
   g. Honors Convocation – Revised form by Richard Milo. A group established the general criteria for new President’s Persistence Award; however it needs a better name. Criteria were presented which included – full and part-time students as long as they are enrolled in the spring term and graduating, 2.75 GPA. They need some method of determining how to measure persistence and why the award is given, including things such as a date when first started college, reasons why persisting, etc.

   Dr. Balogun reminded all that deans must be able to approve the nominees for Honors Convocation awards prior to the names being presented as recipients. We also need to send out the list of awards and application form because of the additional graduate student and persistence awards. [Joseph Balogun]
   h. DefenderNewspaper article by Karen Hughes – Ms. Hughes interviewed the president, students, and Ms. Lowe. It is anticipated this will be a very positive article.

Meeting was adjourned. 2:30 p.m.

Submitted by

Dr. Debrah Jefferson

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