Provost Council Minutes
January 27, 2010


1. Minutes: January 20, 2010 – Approved.

Old Business
2. Enrollment Update (Creola Rigsby/Sandra Westbrooks): enrollments up over last year. New admits are up as well as FTE. Validation is up but we have eliminated the process. Students will receive notices to pay and if they do not drop, they owe. There is no dropping then re-enrolling. Students incur a debt if they do not drop themselves by February 2. Students cannot say, “I didn’t know” I had to pay. Deans and chairs must encourage students to check their student accounts for billing information. Cheryl Green andAndre Bell have the list of non-pay/validation. Creola will send the information to deans, but it is Enrollment Management and the Financial Affairs to work out how to notify the students. Students will also be emailed. Concerns: ABell24@csu.edu with a copy to the Provost, Gerald Meeks (billing implications – individuals responsible for paying), and Ce Cole Dillon/Creola Rigsby (IT/email) as appropriate. All student organizations, leaders, residents will need to be sent a reminder by Student Affairs (Leticia Carrillo). Academic Affairs will continue to send its letter to faculty to announce in class. Creola Rigsby: Get a website scroll, notice by email and statement on CSU Express student website by tonight.

Non-payment/validation is now down to 627 from 768.

New Business
3. ISL and Completion (Westbrooks): Arrie Patawaran has sent a list out of those not submitting their documents. If a position has been filled, it was removed from the dean’s list but if it was not filled, it was include. In total: $2,690,689 in unfilled positions in Academic Affairs. We still need to calculate Student Affairs. Deans will receive two additional questions, but we probably do not need to respond.

4. Faculty and Class Coverage (Westbrooks): a business student called with concerns and expectations as a paying student. We have published in our class bulletin that the class starts at 6 p.m., ends at 8:50, and expects two hours and fifty minutes of instruction. The faculty member took a class vote for leaving at 8:30 p.m. instead of 8:50 p.m. without a break. Some faculty give 10-minute break and extends the end time and others do not give a break. We need to define and instruct faculty about maintaining class throughout the entire period of instruction. Past practice has been to allow breaks but no breaks are built into class less than three hours. We need to ensure courses are being held as required – deans and chairs need to do an occasional walk around to maintain classroom integrity. John Meehan has stated that not maintaining a minimum of ___ minutes of instruction is an audit finding. Not posting office hours and maintaining them is a contractual violation. Meetings should not be held during office hours and if students are not available at the posted hours, faculty will need to accommodate.
5. IRB (Jefferson): Training is planned. All faculty and staff who will engage in research using human subjects or who will teach students about research should attend. There will be limited enrollment, so when you receive the announcement make sure it is distributed and not left.

6. Homework (Westbrooks): Erma Brooks Williams sent a list of funding opportunities. Send a one-page narrative with priority for the college/unit. It is due Monday.

7. Other Matters
   a. Spring Commencement – Thursday, May 27
   b. Evaluations – civil service are due Friday, January 29. Academic Affairs are to maintain our current schedule of evaluations for all other administrators and staff. OHR is going to revise the forms.
   c. Dr. Koroma gave an overview/training session for a grant project. The provost will ask him to do this for all the deans. This was an excellent process and systematic procedures that will help us avoid audit findings.
   d. (W. Watson): Thanks for effort expended to retain FFF. We achieved our goal of 85%. Worked with faculty, revised strategies on early warning system and total effort. Major in sending the message to HLC. Creola’s stats showed our consistency in retaining over terms as a trend and this year we increased by 6%, which was a greater retention.
   e. March 29 – 31: HLC Focus visit. First draft of the self-study has been completed with two drafts and a final. Dr. Balogun, Dr. Lindsey and Dr. Gist are part of the team. HLC asked about Enrollment Management and specifically to address leadership, funding, enrollment retention and graduation, and infrastructure. As part of the transparency, we have an advisory task force plus a student representative and faculty – Potluri and Maselli, and representatives from the faculty senate --Dr. Searcy, Dr. Beverly and Dr. Mulugeta will review and can write on the book. The book and review will be read in the Provost’s Office. The consultants will review and respond by tomorrow. We do not want this report to leave without having broad engagement. If Counsel Members want to review they are welcome, but the material stays in the Provost’s Office. The first two drafts are working documents, so Council members may want to wait to the final draft. This is a campus effort, so will have another campus assemble prior to the team visit so all will know contents and can address positive activities.
   f. Announcement (Ken Koroma) – recognized and awed by the breathe of Dr. Westbrook’s responsibility and ability to handle these things. Sent emails to all PIs, deans and provost about the time and effort report. All time spent on grant funds is required but NSF asks for more. It wants to know the total time spent – grants, instruction, others—for 100% of time to make sure you are NOT PAID over 100% of what you make. There are some policies, which have implications. Individual agencies are adopting this policy. We need to discuss it further because of overrides and buyout of time.
      Requests to reduce overhead or give back to the program. Now, we do not have funds to make changes to the Indirect Cost portion of the grant money. The Provost will see all things that go to the President for approval, reports, etc. to ensure timeliness, reduce lost papers, and approve usage of Indirect Costs.
   g. Honors Convocation (Milo): 6 p.m. April 15. Deans and department chairs will receive
information about all of the unit awards. President’s Cup and a new one President’s Perservirence Award Cup are university wide and others will have a uniform application, this has been distributed. Volunteers – Bowie, Benny, and Carrillo will serve on the new cup. Need to do this now and not wait so certificates aren’t signed at the last minute, deans can review names so awards are spread about, celebrate successes. It was suggested that only those who RSVP and attend will get names called and receive printed certificates that day. Consider for those grad students graduating in May with 4.0 GPA receiving some type of award. Need to have criterion including a minimum of a 4.0. Dr. Akuieze is to develop a list and the criterion.

Meeting was adjourned. 3:05 p.m.

Submitted by

Dr. Deborah Jefferson

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