Provost Council Minutes
June 9, 2010

Present: Sandra Westbrooks, Sylvia Gist, Cecilia Bowie, Leticia Carrillo, Debrah Jefferson, Jerald Henderson, Derrick Collins, Justin Akujieze; Romi Lowe, Rachel Lindsey, Tiffany Hope, Joseph Balogun, Michael Ellison for Miriam Moberly-Smith, Robin Benny, Rich Darga, Richard Milo, Cheryl Green, Andre Bell, Ce Cole Dillon and Monique Horton for Mike Orr. Guest: Pat George

1. Minutes: June 2, 2010 – Approved.

Old Business

2. Enrollment Update (Lowe):

Three council members went to high schools (Milo, Carrillo and Gist): because of the lateness of embarking on this targeted project, we are arriving too late in the term: during cap/gown pick-up and when classes are over for graduating seniors. Gist: Manning High School – the school and students were very accommodating and interested, many were undecided as to where they are going to college. We need to call ahead before visiting any school because CPS classes are over. Visitors should take applications and other materials and contact the academic coaches and other contacts to get to the most appropriate individuals. Carrillo/Milo: Bogan High School -- they made their connection via the high school academic coach. They are still putting together their graduation list. There were 35 Bogan students on our list, which contained poor information. It was noted by Dr. Ellison that some parents are totally unknowledgeable about financial aid or how to interact with the college. We should be prepared to discuss or share information about the cost of higher education and that it is not “free.” Dr. Milo state that Bogan has an international baccalaureate program and our honors students will contact their students. Bogan wants contact as soon as school starts. They and the other schools need more contact with CSU, and constant presence with our faculty, counselors, etc. and individualized to needs of the schools we visit. The enrollment management team should get the shared information the Provost Council gathers from its visitations.

3. Senior Retention/Graduation Updates (Lowe): Ms Lowe met with the provost, Deans and Dr. Jefferson regarding the 2005 cohort. All programs have been mapped out so that we can make sure the needed courses are offered. We have about 2,200 students with 120+ hours. For those with 120 to 179 hours, we need to develop strategies to ensure all students graduate in a timely manner.

4. Freshmen Experience Updates (Bell/Green): We are working with Ms. Dillon. We do not have thresholds or timelines for students to accept admissions and by which they need to enroll. We will have an augmented registration for incoming freshmen for June 26 and 27: registration, counseling support, advising (looking at current staff but ask for college staff other than faculty). We will make use of block scheduling. We will need a parent program and a general orientation. Dr. Bell and Dr. Green asked the Council about how colleges could engage in the process. It was suggested that we add a debt management piece for parents (and students). We also need to develop a way to discuss the iPAD effort, and that we can use the literature we would distribute via flash drives and/or CDs. This augmented registration period will allow students to access the second Summer Bridge, which starts July 19.
Concerns were generally expressed regarding the students on the probation list. There has been a moratorium on academic drops (@280 students on this list). There are all classifications of students from freshmen to second bachelors with less than 2.0 GPAs on probation. Deans will receive copies of the list, which has been sorted by major, hours, GPAs, etc. In the past deans received the lists and students were told that they must see the deans for reinstatement. Based upon the chair and dean’s assessment, they will be counseled on the appropriate action the students should take, such as retaking courses, going part-time, participating in academic support programs, going to community college. Dr. Green gave data on the status of the freshmen on probation from the fall who participated in academic support programs. There also is a problem with a large number of students exceeding 120 credit hours and not yet graduated. This is a serious problem.

5. **Westside Campus Initiative (Glenn Meeks):** Capital Development Board -- $40 million appropriated but not funded for the campus development. These funds will be disbursed over three years. CDB contacted CSU stating they will release 10% of those funds and they asked how we would spend the $4,000,000. This is a “one-time” appropriation and not for operation or program support. The project plan was developed in the past and presented to the campus by Dr. Anitra Ward. There were three sites identified and we need to revisit the plan for programs and structuring to move forward with information to share with CDB.

Mr. Glenn Meeks asks the P.C. to get information to provide Dr. Watson. There were two items consistent throughout all past discussions: (1) no resources from CSU would be taken away, this included enrollment; (2) we will need new faculty hires to not detract from or drain the main campus and it’s programs; and (3) we need to honor our commitment to Malcolm X not offer courses they generally offer, which means only upper division classes. This would be good for articulation agreements. Consideration needs to be made for support needs: registrar, financial aid, library, support systems (including replication of BANNER and portal), tenure track and other faculty and staff. In addition, if degree completion were offered, we would need complete focus visits, complete accreditation reviews.

Things to do and concerns: identify a site; updated feasibility study [actually a needs assessment based upon programmatic and infrastructure needs]; collaboration with community college to see if they are still interested (and dual enrollment, sustainability); programs offered; sustainability of the location; transportation [campus shuttle] and location. We also may need to carve out funds so that we can put together a capital development structure to leverage the $40 million. Why can’t it be closer to the Loop – it is the political tenor and driving force? How are we defining “Westside?” The correct track is looking at spending the $4 million associated with the satellite campus.

The $4 million [released in trickles] can help us define and identify the best location, offerings so we can compete. People are shopping the cost of education and not necessarily the institution. This is an opportunity to create something new, to think outside the box. This is an opportunity for new incubators for programs such as business and entrepreneurship, and to connect back to the main campus for science incubators. There are federal funds to support this and other programs we have not yet done. We can take our expertise in education for crossing the digital divide – lab school with a technology focus [we have a vetted lab school with CPS, which is on hold because of funding] or to create a Westside Children’s Zone like in Harlem.
The assessment comes down to what we want to do and to make sense of what we can accomplish. [Charter schools and certificates as well as virtual high school]. We need to take the analogy of “Hit the ball where they ain’t” to look at a market assessment. Can we use any of those funds (some of the $40 million) to strengthen our programs, which can be offered there? We cannot be placed in a situation where our base on the Southside is jeopardized or services offered there but not here.

It is critical that we give direction in RFP so we will get relevant results. In the needs assessment and feasibility study, we need to consider what would it cost to maintain this facility and staff. If no state dollars, the additional space will be D.O.A. Many of the P.C. comments are actually “next” steps, but we need to give Mrs. Donnelley at the CDB concrete information on assessment [what are our needs; what is needed in that area; what can we do], site identification, feasibility study [likelihood of program to succeed – can we do it], and need boundaries of “Westside” so survey study; capital development plan [start infrastructure for capital development plan as part of the $4 million].

Original request and funding allocated is for 38,000 square foot facility. Recommendation from P.C. is for a new facility. This is about half the size of Douglas. Because of RFP, will need the P.C. input. Meeks staff will develop RFP and we will get a chance to review.

**New Business**

6. **Intersession Update (Benny):** We have 28 classes, which increased from 20 last week. This appears to be the first time and interest with getting more courses for Intersession.

7. **Advising Recommendations (A Discussion):** Distributed report from the Advising Task Force. Deans should review and share with their council members (and others) and then we will discuss. Bell is recommending adding writing component to admissions, which can be used for evaluative purpose. Professional using holistic approach.

8. **iPAD (Ms. Dillon):** This is a “go”. The students will earn ownership (one-third) per year so that by the junior year they completely own the iPAD. All teachers in the freshmen block will receive an iPAD. The teachers will receive training this summer will be paid, but the details are not finalized. Dillon is getting weekly training from Apple. CTRE is involved in the training, which is being developed. Students also will need training. There are issues regarding the rollout and implementation based upon conversations with Arts and Sciences faculty. There also is a need to match up with faculty teaching the cohorts with training and iPADs, as well as electronic books available on the system.

Do we have a plan to make it available to other students? There are tax issues and labor issues regarding this – purchase plans. Need to develop infrastructure to do this.

9. **Other Matters and Announcements/Reminders:**
   A. Key Performance Indicators (KPI) update – all should have turned theirs in; however, at the Finance Committee meeting, Academic Affairs had theirs reviewed. Ms. Dillon and Dr. Mitchell said they would come and discuss how they should have been written. There was a nuance in the KPI, which was not conveyed to determine goals vs. measurements vs. performance achievement.
   C. Residence Hall – roofing: beginning Friday, external work completed in about 2 weeks;
Douglas – part of $4 million grant, work begins after Board of Trustee approves (next BOT meeting is June 25); Education on schedule July 6 to Sept and phase 2 in October.

D. Others:
   (1) Until there is an electronic system, all offices should have a paper system for attendance. Dr. Mitchell will use a template. The provost distributed
   (2) TNAF funds may be available. See Ms. Lowe.
   (3) We need to educate our students on their financial responsibility. Many do not understand that “free” education ends with high school and they must pay for college.

Meeting was adjourned. 2:20 p.m.

Submitted by

Dr. Debrah Jefferson

June 16, 2010