Minutos
Provost Council
June 16, 2010


Guests: P. George, C. Dillon

1. Minutes for June 9, 2010 approved
2. Enrollment Update: George—Numbers not accurate. No report.

The University of Chicago Lab School staff members met with CSU staff members this morning. As a result, the University of Chicago Lab School staff left understanding that they had had an impression of Chicago State that does not accurately reflect CSU’s excellence. Office of Admission recruitment staff is being retrained to better communicate the qualities of Chicago State to potential students. Dr. George reported that very little visitation to high schools took place while CPS was in session; visits must be made starting in September of each year, and that members of PEC should continue their outreach efforts. CSU should explore new markets. CPS should be contacted early each fall, and up-to-date information sent each year. There is a need to analyze how students do from each high school, which would help to determine at which schools to aggressively recruit. Darga suggests that CSU personnel apply to CPS to be principal for a day, which may lead to stronger relationships between CPS and CSU. Hope commented that alumni have volunteered to do recruiting, but they need training. George will reach out regarding during an alumni board meeting. Balogun and others indicate that CSU must be able to track whether or not the advertisements we are running are having the desired effect.

3. No update on Freshman experience and senior certificates.
4. University College Report, Discussion and Recommendations: Change-examine current admission and retention strategies, analyze data that support strategies or suggest alternate strategies. Because it is not clear from what sources data were obtained, data analysis and presentation are problematic, and the writing is unclear, the value of the report overall is questionable. Dr. Martin and any other committee members available will be asked to attend the next Provost’s Council to explicate the report and to present a rational for the choices made in data collection and presentation.

5. Request to Complete Block Scheduled Course Form: Lindsey is attempting to determine what instructors will be teaching what block courses for freshmen so she can make sure all have iPads and training. Jefferson sent all chairs the enrollment figures from course scheduling about numbers enrolled in each class—will forward to all deans. Darga wants list of all faculty who will be teaching in the block courses so they can get iPads and training—he wants to set up training.

6. Identification of Tutors: Tutors and submission of employment requests—forward all information to Jefferson.
7. HR wants to know when a search is completed so that website announcement will be removed. HR@csu.edu is the email to alert them. Or when fill out intent to hire, include note saying remove job announcement on website.

8. Chairs: Chief asked that photos of chairs be distributed to deans—Deans are to look at them and sign off on back of the page how many of the chairs they would like to have in their area and where they want them. Some of the chairs have probably never been used as they represent over-ordering. Chief Watson also mentioned that a projector and monitor are missing from BHS—console with missing screen, etc. Too many people have keys, and no one is responsible for locking up. Dillon is working on using Cougar Card to get into electronic locks.

9. All Provost Council members are asked to follow up to ensure that all staff members have completed the mandatory training on avoiding sexual harassment.

10. Other Matters: A memo has been sent by Laurie Walters to faculty indicating that a dress code and mandatory signing in and signing out cannot be imposed on faculty. Since these things have not been mandated for faculty, the question is how faculty got the impression that they were included. Lindsey suggests that we ask Walters who gave her the erroneous information regarding faculty adherence to these policies—since she has made the allegation, Dr. Walter should identify the source of the misinformation. If the administration is saying the correct thing, there is a need to ensure there is no misunderstanding.

11. Announcements: Darga circulated explanations about what's on what's going on with Library reorganization.

Telecommunications will be moving to LIB first floor for six weeks—desk top and network service people. Then will move to DH 122.

Hope: wants to know if possible to identify international students' advisors right away; can international students be given an email address as soon as admitted rather than after enrolled. Ce suggests that all International Students be put into a community in the Luminis Portal, and can be communicated with as a group. Contact Janet Oliver. Can Hope get information about advisors to send to International Students? Deans suggest she have students contact chairs.

Brenda Flemming will be retiring June 30. Bonita Herring will be contact person for extensions.

Friday, June 18—There will be a formal presentation at 11:00 about the future of libraries in the library.