Provost Council August 24, 2011


1. Approval of the Minutes: August 10, 2011, Minutes approved.

OLD BUSINESS

2. Technology updates (Westbrooks and Jefferson): Banner 8 faculty load is moving ahead and is in production stage with a Banner consultant on campus. Some departments will be called upon to serve as a pilot. The FAA form has codes in Banner so we will no longer need that form. JDC is in the final stages for going wireless.

3. Freshman Updates: There were over 550 people in the freshmen and 160 attending the transfer orientations. About 130 students have been registered. The staff has been advising until 7 p.m. since August 8. There is a new pilot for UC. The program did not want to admit the over 700 applicants, so with the new system about a third were offered regular UC status and another smaller group was offered part-time status. The goal was to admit 150 to 200 students into the UC. Currently, about 140 are enrolled, but we are still registering. There was a large number of dismissals for academic (81) reasons from the freshman cohort, 494 were dismissed for non-validation across campus of which 41 were freshmen. The SAP policy was changed by the federal government on July 1, which negatively impacted our enrollment. In the past to be in good standing, students had to have a 67% completion of courses in three terms is now down to two terms for continued approval for SAP. The grade point average does not have an impact on SAP. It is completion versus attempted courses that impacts SAP. Late external funding was found for about 55 students, but this came too late to help most students. Other students did not fully complete their financial aid packages and the staff worked to locate these students to get the information and to get their records completed.

4. Enrollment Update (Westbrooks): As of August 24: new students UG down 121 compared to last year [C. Green commented that this might because we limited the number of UC students, which was by design and it cut in half the 230 and now 147]; graduate students is down 22; certification up – none last year, this year 3; professional down 6 (pharmacy enrollments range 84 to 90 by design); EdD is down by 7; only 13 enrolled (each cohort was to have minimum of 20). Down totally by 153 students. Unduplicated headcount shows: UG down - 263, down G - 124; Professionals students are up 167; EdD is up 7. The FTE also is down: UG = 183, Grad = 45 and Ed.D = 4; while the Professional student FTE is up 94.

Validation is positive. Same time Aug 25, 2010 – 1,521 not validated and today 707, which is twice the number. Extension courses start September 12, but this will miss the census report, which is 10 work days after classes begin– September 2.

NEW BUSINESS
5. **CTRE (Osika/Sukowski):** Update on CTRE and Distance Learning – restructuring two offices into one. The Office of Distance Learning is now a part of CTRE. Changes in personnel and focus is resulting in more services at lower costs. Mike Sukowski will be assuming directorship of CTRE. *Connections Newsletter* for August distributed and a handout was distributed detailing the Friday Faculty Fest – seminars for faculty development generally noon to 2 p.m. This year $300,000 in faculty seed grants available this coming year, up from $50,000 last year. Greater focus on teaching – Online certification training course: technology and pedagogy is covered; 95% faculty completed course stated will teach differently because they now know what to do. For 48 Fridays, there will be local, state and nationally known faculty to facilitate and lead workshops. Hold a spring teaching conference and student generated teaching awards. There will be a couple of users groups for faculty using ipads to teach, illuminate and turn-it-in as “teaching circles” to discuss and share information. With the seed grant increase, a sub-committee will be formed for how to distribute the new funds. “Student Engagement Equals Student Success” is the them for the year to develop ways to engage students inside and external to classroom; working with advisors. Located adjacent to the CTRE office on 3rd floor is a technology space, areas for faculty to meet students or work with technology staff. There will be an open house on the area. This program is open to part-time adjuncts as well as regular faculty.

6. **Westside Campus (Horton):** Received $1 million from state, deposited in Facilities account and will receive an additional $4 million for program, feasibility, etc. Have incorporated council member input into grant. There are concerns, which includes operational needs, security, staff, HLC were discussed with the state senator sponsoring the funding (Lightford). We recognize a need for focus visit when open new campus. If our regular visit is pushed back, which will mean new standards. If we offer courses, no extra visit but to offer complete degrees will need this. This point would need to be included in feasibility study. The senator thought about targeted graduate program, upper division, not a trade school. Horton wants thoughts on programs to offer because there is a ticking clock to spend funds in a two-year period. A suggestion was to send the financial outreach center; CAS – criminal justice and psychology could move as undergraduate and possibly graduate level social work because of draw and lack of need of lab or special equipment. Initiate new program from the site, such as certificate or entrepreneurial program so that it will not take from the campus but enhance growth there without pulling from main campus. Contract courses as long as they do not compete with Malcolm X. Health care pre-professional courses that are not a Malcolm X, but they are expensive. Pharmacy technician program, after receive full accreditation, continuing pharmacy education service to the professional, or other continuing education such as geriatrics or targeted program, community-based pharmacists who need/want retraining. These could be lecture-based courses. Community-based programs, courses, fairs located across health, education, business. Good site for law school and graduate business. Area for urban agriculture. Send suggestions by next Wednesday to: M-horton@csu.edu. Next step is qualification committee for seeking consulting. Dean Collins will serve.

7. **Sexual Assault Prevention Training (Westbrooks):** There will be an audit finding. About 6,000 took the exam, but they focused on those not taking. Must identify students before withdraw. The process must be in place at the front end. During earlier discussions, it was suggested that when accepted students get letter with CSU identification, email and information stating must take sexual assault training on the front end. They could not register until complete training. The new dean of students will be in charge of this activity.

8. **Attendance and Monitoring (Westbrooks):** All should have received class rosters. By Wednesday at noon faculty were return the following to their deans: review class lists and draw a line through
those students not attending class. If the names are not there and the student has attended, add the name. Faculty are required to take classroom attendance. These are federal financial aid compliance issues. The US Dept of Education will do a full audit on financial aid, so we need to show we are compliant. Federal Regs state students must be in attendance for 60% of the time. Students may selectively attend classes, so it is important that we have attendance from all classes. We will also do periodic checks to verify continued attendance (at least up until 10-day count, which is the census report). Those students not attending should not receive financial aid. UPI was issuing a MOU on taking attendance.

There is some discussion about changing the W/A to simply a W. We will keep you informed on the changes. The withdrawal codes and grades are in the catalog and the faculty handbook.

Faculty cannot have access to putting in W/A or W/N until the progress grade reports at 4-week intervals. This needs to be changed by Carnice Hill.

9. Retention and Monitoring Cohort 2006 – Intersession (Westbrooks): Most of the deans do not have copies of the 2006 cohort so that they can make calls. There are three opportunities: intersession, spring term and 1st five-week period to graduate the students in this cohort. We need to know the number and individuals in the 799 who have not validated who are in the 2006 cohort. This is something Mary Butler should do.

10. Employment at CSU (Westbrooks): No dean (or chairperson) is authorized to make an offer to anyone indicating salary or position even contingent upon president’s approval. If the individual asks, you should not state a salary beyond the range approved in PeopleAdmin. Any variation must have prior authorization. Don’t send the hiring form with the individual the dean has selected or the committee has selected. The Provost needs to move names forward – names of those interviewed, strengths/weaknesses from committee and discuss with the Provost to select a candidate to hire. If the pool was low, there may be problems or a need to research.

11. New Hires (Jefferson): Current policy is no full time instructor at CSU with a master’s degree from CSU. Exception would be if the individual has other graduate degrees and/or professional experience in the field after receiving the degree from CSU. We will look into exception for renowned or professional expertise from IBHE.

12. Other Matters
a. College volunteers – names of faculty to serve as spokespersons when press calls, each dean identify, participate in training (responding to continuous smears in press) next week. Need by noon this Friday. The deans also can be spokesperson.

b. Several colleges still have not used their allotment of graduate assistants paid by the president. Two departments can have them but the students will be called undergraduate assistants. Get the paperwork to Reba Dunner ASAP, this was due today.

Submitted: DH Jefferson 8/25/11