Present: Sandra Westbrook (chair), David Kanis, Derrick Collins, Justin Akugiezze, Richard Darga, Miriam Mobley Smith, Debra Jefferson (recorder), Nellie Maynard, Ce Cole Dillon, Sylvia Gist, Yvonne Harris, Cheryl Green, and Angela Henderson. Guests: Traci Stokes, Constance Wright.

Old/Recurring Business

1. **November 30, 2011 minutes approved:** One correction – Dr. Rich Darga’s name left off the November 30 attendances.

2. **Technology Updates (Ce Cole Dillon):** On Dec. 20, Apple Computer reps will be on campus to meet with those faculty using iPads. They will talk about IOS-5; it will be a two-hour meeting and they will provide lunch. Call Trish Wheeler at 2019 for attendance. This is after the break begins, but this is a time that just became available. CompuTrace will be installed on all CSU laptops. All will be notified, if IT must go to the unit to collect the laptop, they will not be returned. Later, a similar device will be on the same locator/tracking technology.

   **Active Directory:** Must be at version XP for the directory to function. If the computer is older, they cannot use the system. As soon as all computers on the system are updated, the directory will be available across campus.

   **Assessment [Westbrooks from Potluri]:** There is no change in policy, categories, etc., so there was no need for the general education assessment plan to go to the University Coordinating Curriculum Committee.

3. **Freshmen (Green):** Registered 41% of the fall cohort registered. Same time last year was 20%. Result of outreach and meeting with students about holds and progress. If we keep this pace will reach goal. Cougar Start had 50 participants plus additional students met with their advisors (by appointments) in the colleges. The intent was to meet for transcript evaluation, sexual assault training and placement tests prior to December 1. We have registered freshmen for 2012 as well.

   **Warning for Grade:** students complained about calls for activity already collected. Faculty not submitting 12-week grades was 46% (156) did not while 184 submitted for early warning. If the part-timers did not submit grades, they should not be rehired for failing to complete requirements for the job. This third reporting period is the most important one because it is the last point before final; it affects retention and reenrollment for students.

   **January 6:** Spring new student orientation. Last year 150 students so anticipate 150 to 200 students to attend. Will be first floor CRSU – Rotunda, Fine Dining, Cafeteria (college locations), CRSU A, B, and C. All individuals should print copies of the schedule so that all support staff, secretaries, and faculty know when and where. Green will create a ‘save the date’ sheet to distribute. This should be on the Master Calendar, Event’s Calendar. VP Henderson will ask Yvette Warren about whether the Events Management Office places things automatically onto the master calendar. [Warren: is a separate action, email the request.]

   **RISE:** program designed a year ago whereby freshmen on academic probation had a set program to attend. This will expand from those living in the dorm, any freshmen not in the dorm and now to those entering with deficiencies. There are now 70 enrolled in the program. A group of retired, elderly alumnus helps in the program. There are 21 volunteers. They will be at the Foundation Christmas Party 3 to seven A, B, C in CRSU.
4. **Enrollment, Retention and Graduation [Henderson]:** From 3:30 to five on Friday, a meeting in PCR for getting the ERG back on track. Thanks to all who supported and attended the CSU Alumni Awards dinner last Friday.

**The Course Schedule:** The Spring Schedule is now on line; will hope to have the next two years available during the next registration. Ms. Carnice Hill is out on medical leave, we will be notified on who will help. We should know a replacement by end of this week. Ms. Cheri Sidney may be moving her office into the Registrar’s Office as a temporary measure for the month. The voice message should convey any information about contact while an individual is out for an extended period. There is now an assistant registrar’s position posted for filling.

**Incomplete Grades:** There will be a PAF (Potential Audit Finding) on incomplete grades – missing contracts Only Registrar can put in an incomplete grade. A notice will be sent to all regarding incomplete grades to warn students. The petition form about separating finance and academic petitions is in the process. The process for academic standing will be run so all will be notified about student standing. Dr. Jefferson should be able to see missing grades after December 15. VP Henderson will communicate with Dr. Jefferson so that she can send notices to deans for action.

**90-Hour Audit:** will continue to work to ensure students stay on time.

**Cost Study:** almost complete. Thanks to all who presented. We are building a system in BANNER so that it is in auditable. We have created a set of audit scripts so can review data for accuracy, sense, completeness. Deans should ensure that faculty, chairs and deans all complete FAA.

**Robinson Center:** Completion in phases, meeting with architects to develop the One Stop Shop.

**Assault Holds:** The place for releasing holds is in the Office of Admissions.

**Re-Admits:** if it is past the admission date, the answer is no they cannot be readmitted for a current terms.

**New Business**

5. **Twelve Academic Programs Scheduled for Spring 2012 Program Review [Westbrooks]:** All unit heads and deans have been notified, along with the date by which the report is due to the Provost. Criminal Justice and Political Science – January 17.

6. **Preparation for Douglas Hall Moves [Taci Nesbit Stokes]:** The project manager is Stokes (while Horton is out on maternity leave). Each dean needs to survey their areas for space because all classes and offices on the second floor of Douglas must be relocated. The configuration of space will be different. Some programs have already relocated. Email to Stokes the number of staff, title and number of work stations. There are six classrooms must be relocated, after the spring term. The Pharmacy offices and Breakey Theatre remain.

7. **Request for Participation – Thursday, 12:30 President’s Conference Room, with Independent Student Union (ISU):** President requested all deans [including Green and McKinney] to meet with ISU students. This is not an authorized student group but very vocal in their concerns. These students put on the ‘Occupy Cook’ activity.

8. **Complaints and Issues:**

   a. **Graduation** – Dr. William Martin conveyed to the Provost that a student is scheduled to graduate on Thursday because the Registrar’s Office waived the guideline on application and being out of school for over five years. This student missed the re-admission date and there was a question on the residency status. If the Registrar okays the residency, then the Provost will concur.
b. **Final Exams** – some athletes took their finals early. We need to know what courses issued finals early and when because of a problem with completion of instructional minutes.

c. **Student Complaints** – Please take these seriously and do follow-up. If a student has four classes, the student cannot drop the final class on-line. Is it an IT hold?

d. **12-Week Classes** – We need to review the grades and enrollments of students enrolled in the 12-week classes as well as their drop rates before we consider continuing. Students do not see the implication of dropping or the consequences – academics, debt on loans.

**Announcements**


b. Commencement – 11 a.m. procession starts, Thurs., Dec. 15 – Jones Convocation

c. Foundation Christmas Party 3 to 7 A, B, C in CRSU.

d. University Catalog Changes due to Dr. Beverly John. Make sure the curriculum approvals obtained.

e. IT has fixed a problem with populating an ‘auto’ grade process. There may be some glitches, so have students discuss it with the Registrar.

f. Options program book is available. They will be mailed after the holiday.

g. Tuesday is Graduate Council meeting, next week.

Meeting adjourned – 2:45 p.m.

Submitted by Deborah Jefferson

December 7, 2011