CHICAGO STATE UNIVERSITY
November 2, 2011
Provost’s Council Minutes
ADM 301

Present: Justin Akujieze, Joseph Balogun, Philip Beverly [guest], Liz Osika [guest], Sylvia Gist, Debrah Jefferson [recorder], Tiffany Hope, Beverly John, Dick Milo, Derrick Collins, David Kanis, Gina Agelonidis, Nelly Maynard, Miriam Mobley-Smith, Angela Henderson, Cheri Sidney and Matt Harrison.

1. The minutes of the October 19, 2011, meeting were approved without correction/changes. (Kanis and Mobley-Smith).

OLD/RECURRING BUSINESS

2. Technology Updates [Dillon] – not present

3. Freshmen Updates [Green] – not present

4. Enrollment, Retention and Graduation [Henderson] – not present
   a. Adherence to Dismissal Policy and Sanctions - Westbrooks reported a potential change regarding authority to waive or hold policies needing president’s authority. Without that authorization there may be sanctions imposed. There will be time for further discussion and feedback. Henderson distributed a “Probation and Academic Dismissal Process” from July 1, 2011 and language from the UG catalog on academic standing, probation and dismissal. Anyone with lower than 2.0 GPA will be on academic probation. After two semesters with less than a 2.0, students will be dismissed. Will review term by term and adhere to current language. Asked deans to review and respond.
   b. Concern expressed by Balogun regarding statements in letter [SAP policy] about students being dropped and students’ assumptions that because they did not act, the administration would automatically drop them as stated in the letter. Now we are learning this did not occur. It was suggested that a statement should be included stating the students must drop courses themselves. Henderson said students should attach that letter to a petition for readmission. Also, in the future the deans will get a copy of the letters that are sent. Kanis asked about two types of petition – one financial and one academic. Henderson will consider and see if there can be a revised form. They will share it with Provost Council.
   c. Matt Harrison – Sexual Assault Prevention Training, which is required of all students entering the university. There are about 900 who need to complete the training, which is about 50%. There is a hold on all these students. There is a list by college. All students will be contacted. Moving forward so we will not have this catch-up process. There is now language in all applications regarding the requirement, training and all must complete and read this prior to admission. There are 5 to 10 questions moving forward rather than the 2-hour current training. We have a vendor with a contract that has provided us with this information. The majority of these students are graduate students or transfer. All but 17 of the freshmen have completed the training. This must be completed before December 1. The deans should make sure the chairs and advisors know the names and what the “SX” hold means.

The Office of Admissions will be ADM 126 – old evaluation office. The ADM 200 will be administrative.
John asked on behalf of a Graduate Council subcommittee about postponing the Graduate Study Office move on November 3 until after graduation because of audit checks. They will look into this issue, but they cannot stop the move.

NEW BUSINESS

5. **Student On-Line Evaluation [Osika]** – As per the new contact, the University is working with Digital Measures (and CSU IT and Provost’s Office) to develop a university-wide on-line evaluation process. There are 8 questions that align with the university mission and additional questions can be tailored to the instructor. Only the standard questions will be computed for personnel actions. It will be rolled out via Moodle. Responses can be available immediately. From Nov 14 – 28 faculty can add questions to their course shell. On Nov 28 faculty are locked out and students complete evaluations until Dec 16. On Dec 17 faculty will be notified that they can review. Deans AND chairs can review and collect data. Students will be sent 3 email messages plus “Up to the Minute” and on the building monitors.

This system is piloting via for on-line and hybrid courses in the fall and then rolled out across campus, in the spring if data shows it is viable. This will replace other forms, it will standardize questions. It will eliminate delays in achieving responses. These questions came from current forms and there will be a pool of potential questions faculty can use. There will be training for department chairs and department personnel committee chairs on how to use the evaluation instruments and for personnel actions.

Digital Measures also has a companion faculty portfolio system, which we are considering for the future. We need the evaluations system first and a standardized system for departmental application of criteria (DAC) documents.

6. **Certification Programs – IBHE Definitions [Westbrooks]**: Held for the dean’s meeting after P.C.

7. **Undergraduate and Graduate Catalogue Changes [John]**: Revision of UG/G catalogs due today. John has Honors, College of Education, Pharmacy and Graduate School. These should be submitted electronically. Also she needs the room numbers for which the deans have oversight.

8. **HLC – Documentation Past Due [John]**: Education and Pharmacy are the only ones received to date.

9. **Graduate Records Exam (GRE) Preparation – A Proposal [Darga]**: Past discussions have centered around GRE. Students have asked about GRE prep courses. At one time we offered a $310 course through Continuing Education. The LIB has proposed a three-tier approach through CTRE at no cost; level 2 partnering with external vendor through Continuing Education; level 3 providing information on basic contact and pricing at for-profit prep organizations.

10. Adjournment

Announcements

a. Position vacancy ads – *Diverse Issues* (Oct. 27) and *Chronicle of Higher Education* (Oct. 17)

b. Curriculum changes for HLC Reports due to John by November 1

c. Provost Council Holiday celebration is scheduled for December 14 following the meeting

d. ALL vacation requests should be submitted by December 1. Indicate if the unit office(s) will remain open and the name of the contact/point person(s).
e. One Book One Campus – infused into freshmen curriculum and other lectures and part of system. “The Immortal Life of Henrietta Lacks.”

f. Hope has developed a pamphlet for policies regarding international students; November 15 opening ceremony – kick-off International Week -- Leroy Jones, keynote speaker, 12:30 p.m. Rotunda; special luncheon on November 17 at 12:30 – participants receive “passports” and if it is stamped by all the food vendors will receive a t-shirt.

g. Thanksgiving Dinner – November 17 – Student Affairs

h. General Studies – open forum, SCI 116 on Nov. 17. Send comments to Kanis or Halpin. Program framework has been approved by CAS Curriculum Committee. Courses need to be selected. It was noted that the program has not been eliminated although there was a name change because hours were not changed and in line with others. IBHE approved this title because we were the last former BOG program to make the change. This discussion arose from a question about if it should have been through the APERC [academic program elimination review committee].

i. Faculty Senate: some senators may not be reporting all of the meetings.

j. Occupy Wall Street Movement – Monday, Nov at 12 to 2 p.m. sponsored by the College of Business, in CRSU Rotunda.

k. Two faculty have been nominated to serve on the Honors College dean search by the Faculty Senate.

l. IBHE Program Review for the spring: College of Arts and Sciences – Criminal Justice, Political Science, Biology, Music, Communication, Media Arts and Theatre, Social Work, History, Sociology and African American Studies; College of Health Studies – Occupational Therapy; with African American Studies is a re-review. Reports were due November 1 for those under review for the fall.

The meeting adjourned at 2:50 p.m.