Provost’s Council Minutes
11.16.11


1. The minutes of the 11.2.11 Provost’s Council were approved as submitted.

OLD/RECURRING BUSINESS

2. Technology Updates
   CIO CeCeole Dillon shared the fact that the University has been involved in conversations with a vendor whose software, Starfish, includes an advancement component and allows integration of tutorials [e.g. comparable to GradesFirst/NCA] Dr. Green added that the software has the ability to black and integrate information, track class attendance, send flags to faculty, advisors & students, schedule appointments and send notes. The CIO reinforced the fact that buy-in is prerequisite to software success. The Provost asked if students could pay only and the CIO’s response was affirmative. The Provost reminded the Council of SAP and graduate students.
   Discussion ensued and included the following items:
   - There are audit findings for unsecured student or employee data.
   - All mobile storage purchased must be encrypted [used in desktop storage].

3. Freshmen Update
   - Dr. Cheryl Green, chair of the Freshmen Executive, reported that the CougarStart event for transfer students will occur on December 1, 2011 and representatives from each college will be in attendance. 10% transfer students are expected to attend. Transcripts will be evaluated before December 1st and some placement exams will be taken in advance as well.
   - Transfer Student Orientation will occur on January 6, 2012. The University Retention Committee will chair. Dr. Green solicited retention specialists from each college to attend their student meetings.
   - Dr. Green introduced the fact that 85% of Freshmen Seminars are taken for college credit.
   - She would like those involved to consider a comprehensive vs. the current college-specific freshmen experience course. Dean Green’s recommendation is that there be a Part I that is comprehensive and Part II that is a college-specific transfer course.
   - Dean Green reported that she conducted Freshmen focus groups with a survey conducted and discovered such topics as: the value of the seminar course and the necessity of the multiple vs. the one-day orientations. The Provost commented on the need for Deans to consider the Part I & II model posed and its implications for their curriculum. Dr. John raised the issue of the number of students who, in the course of their complaints, petitions, etc., comment that they have no knowledge of the catalogue [it is no longer distributed in hard copy] and they think of the curriculum guide distributed by departments as their ‘governing document.’ Discussion ensued regarding the setting of the manner in which students, especially 1st generation college students, can learn about campus life.

4. Enrollment, Retention & Graduation
   [a] Adherence to Dismissal Policy & Sanctions
Ms. Henderson asked that all in attendance review the Academic Calendar and apprise her of errors, additions, etc.

- Ms. Sidney distributed to the Deans a list of academic holds. The provost announced that advisors can no longer remove holds, only the Office of Academic Support will have that ability.

- Effective immediately the letter “I” is no longer a letter grade option. Contracts must be completed and submitted to the Registrar.

- The Early Warning System has been cleared and will now reflect the student’s current status.

NEW BUSINESS

5. General Studies Program: Concentrations
Dr. Halpin reported that as we are all aware, the Board of Governors program is being phased out and CSU is the last of the original BOG institutions to make major changes. All BOG students must be completed by spring 2013. Students currently registered at CSU may transfer to BOG if they can complete before Spring 2013. 138 CSU students are expected to graduate in December 2011 and 150-170 in Fall 2012.

6. Campus Events: Protocol
All student-hosted events must go through Student Activities. Non-student events must go through the Events Committee chaired by John Chief Watson.

7. Undergraduate & Graduate Catalogue Changes
Dr. John announced that all Deans except 2 have submitted their catalog changes.

8. Health Education Requirements
All Deans expect the same to have submitted their curriculum changes.

9. Proposal to Cease Certain Binding of Thesis & Dissertations
Librarians and faculty members Ms. Kwan and Ms. Porter made a brief presentation regarding the fact that effective July 1, 2012, the University will no longer accept hard copies for binding. Henceforth, all thesis and dissertations must be submitted in electronic format.

10. Failure to Complete Ethics Training: Violation of State Regulations
A list was circulated and circles around the names of individuals who had not completed the Ethics Test.

11. 2006 Freshmen Cohort: Graduation Strategies Learning Plans Developed for Students Who Need Academic Support
Deans received a list from Ms. Mary Butler, Director of Evaluations. The University wants to exceed last years graduation rate. A new list will be distributed at the end of fall 2011.

12. Equipment Transfers: Discarding Antiquated Equipment
The Provost stated that we do not want audit findings regarding this matter. If you are the fiscal officer, you are responsible for all equipment in your unit. All equipment $500.00 and
over can result in an audit finding. The provost directed Council members to have old computers picked up.

13. Adjournment
The meeting adjourned at 3:40pm.