CHICAGO STATE UNIVERSITY  
November 30, 2011  Provost’s Council Minutes  ADM 301

Present: Justin Akujieze, Joseph Balogun, Philip Beverly [guest], Sylvia Gist, Debrah Jefferson [recorder], Tiffany Hope, Derrick Collins, David Kanis, Miriam Mobley-Smith, Angela Henderson, Cheryl Green, Constance Wright, Sandra Westbrooks.

1. The minutes of the November 9, 2011, meeting were approved without correction/changes.

OLD/RECURRING BUSINESS

2. Technology Updates [Dillon] - on vacation

3. Freshmen Updates [Green] – Thursday is the Transfer Student Orientation, 8:30 a.m., in the Library Sunroom. About 60 students have confirmed. There will be two workshops (repeated). This is not an orientation but a registration, to have students commit to CSU early. Will do placement exams, sexual assault exam, transcript reviewed. We will welcome students and provide CAPP information (Creola Rigsby), 45 minutes on financial aide, Dean McKinney, VP Henderson and Pres Watson will each speak. Following the program, students will have pre-set appointments to visit various departments including advising.

4. Enrollment, Retention and Graduation [Henderson] – Marketing Effort – Wallscape at Roosevelt and Wabash: CSU started marketing campaign with MS Public Health and MSN. There is a hotline set up. The website has “whispers” so can connect with area of interest from hits on the webink. This will rotate so other wallscapes will be developed using deans and chairs to identify various neighborhoods. This current one is at a cross roads and near the other city campuses in the loop.

   Asked if there are issues related to registration and hold (assault and holds)? Dr. Balogun asked about follow-up on previous question on holds and forms for responding to student questions on non-academic holds. This is about students with bursar holds and academic units do not handle these types of requests. There needs to be two forms – academic and financial – because deans do not have authority to approve non-academic holds. The deans present concurred and requested that their name/signature line be removed from that type of hold.

   Dr. Mobley-Smith asked about “reasonable” time for returning calls. This was considered within 24 hours. There was a glitch in the spring 2012 registration and concerns were for voice messages and other notifications when someone is out for more than one day. The discussion segwayed into all offices needing a system for handling calls, walk-ins, emails when offices are closed or individuals are absent.

   Dr. Beverly asked about a need for getting the course schedule up for the spring term. Course Schedule had problems, which had technical problems.

   Kudos were given by Dr. Kanis to Ms. Mary Butler for the graduation audit. This was confirmed by all present.

   There are 130 students graduating from the BOG program. There are 400+ left in the program under the old system. There last 30 hours must be at CSU to meet the residency requirements.
Faculty cannot assign an "I" grade on-line without a contract. Contracts are submitted to the Office of the Registrar for approval with all signatures, and that office posts the "I" grade in the system. The default grade. The contracts should be on-line but offices should already have copies. Before the end of term process is run, the "I" grades must be submitted on time.

NEW BUSINESS

5. Student On-Line Evaluation Updates [Darga]: Up to today, the response rate is 17% with some individual courses receiving 75%. If your faculty have problems, please refer to the link in the email sent by Dr. Liz Osika. She can also let all chairs know the return rates. There is a book store incentive for completion. All need to complete by Dec. 12.

6. Learning Assistance Center: Tutorial Services [Darga]: The first time 30, then it went to 50 the Sat before Thanksgiving. Multiple disciplines represented. This will continue through the 3rd and the 10th of December.

A student voiced concern that the LIB was open at 7 a.m. but no staff to assist. The LIB is officially open at 8 a.m. It was noted that the building was open as per a need for study space. The new question is if there is a need for staff at the student help desk, which is the IT support. The Provost asked if the Pharmacy students needed help via the computers. Dr. Darga said the need is help in printing documents for an 8 a.m. class. If there is a need/demand, then the Provost will send the request to IT. We need numbers.

7. Adjournment

Announcements
Introduction of Ms. Carol Giles, safety and environmental health specialist (industrial hygiene). Certified, 25 years experience in the industry. She's working on getting the campus into compliance on a variety state and federal regulations, which includes academic, administrative, facility functions. Call her if exposure to chemicals, unsafe environment. Prefers to get a contact for prevention, so call before you begin remodeling labs, conference rooms, office, etc. Phone: ext. 3677 [location in O & M building]

a. World Aids Day – Thursday, 10 a.m. to 5 p.m. Dec. 1, 2011 in Student Union Rotunda

b. Farewell Celebration for Dr. Richard Milo, Dean for the Honors College – Wednesday, Dec. 14, 2011, following Provost Council meeting in ADM 301

c. University Catalog Changes: Due to Dr. Beverly John [phase two for those who have it]. This is a 2-year cycle. Dr. Phil Cronce is the new chair of the University Curriculum Committee. He will help facilitate getting changes through the system. Archived copies are available in the Library and in the Registrar's Office.

d. All vacation requests should be submitted to the Provost by Thur., Dec. 1, 2011. Please indicate if your unit office(s) will remain open and the name of the contact or point person(s).

e. Dr. Terrance Kearney died today. Information on details for services will be forthcoming.

f. Deans confirm lists. A part-time faculty member in CMAT, Ms. Christine Houston, a CSU Graduate and former Hollywood Producer, will be the Commencement Speaker.

h. Rx Prep has been contracted to assist the College of Pharmacy in preparing students for their first exam preparation review to sit for the boards. The dean’s office is monitoring the process and will use feedback, process and exam bank as part of the program assessment. COP is sending a team to New Orleans for a competition. The team is strong, and we placed second in the state competition.

i. Retirement Celebration for Prof. Notre Chatman, Thursday, Dec. 8, 2011 from 12:30 to 3 p.m. in the Sunroom.

j. Illinois Schools Journal – Vol. 91, No. 2, Fall 2011, was distributed. It is a peer-reviewed journal with reviewers from 7 institutions. This has been published since 1902.

k. Dr. Beverly asked about the space issue with the honors program and the graduate program. There is additional space because of the learning commons adjacent to the office for honors, which has more square footage and new furniture. The honors students and programs has been involved in the project.

l. Ms. Tiffany Hope distributed a brochure for international students and advisors. It includes dropping classes, changes in level, online courses, practical training and extension to 1-20. Reminder about OIP soliciting funds from the colleges for travel abroad next year.

m. Athletics requested grade reports and submission by deadlines. This negatively impacted CSU meeting its APR (academic performance rate) required by NCAA. It is imperative that all grades get posted. With teams traveling over the holiday, some students will be affected. VP Henderson has an end of term process in place so we should know immediately who has not posted grades. Dr. Beverly asked for Ms. Wright to speak to the Faculty Senate. It was suggested that this failure of posting should be included in the annual evaluations of all faculty.

m. Today, Sponsored Program is hosting a workshop to orient faculty into the process for posting grants electronically. This is in preparation for total online beginning January 1, 2012. This system is for FaST Lane. PI’s have been invited. Today, 3:30 in LIB 301 in CTR. This is a program from Washington.

The meeting adjourned at 2:40 p.m.