**Provost’s Council - September 7, 2011**


1. **Approval of Minutes** – August 31, 2011 Corrections in attendance – D. Kanis and N. Maynard should be added to attendance.

**Old/Recurring Business:**

2. **Technology Updates (Dillon/Rigsby):** Microsoft Exchange is in use as a pilot but it needs an active directory operational before it can be used campus wide. The problem is the age of many of the computers, which prohibits installing the active directory so that exchange can function. Old is defined as running a computer platform other than Windows NT, XT or 7 on the network. There are still older versions of windows in operation. If the computer is stand-alone it is not affected, but anyone needing access to the network on campus needs an upgraded system.

3. **Freshmen Updates: (Green):** Census Date is Sept 9. Issues were discussed about dropped students. We are concerned about the ‘no show’ and dropped policy and their impact on retention, cohorts, finances, etc. There are phases of purges for dropping students based on our own policies. The policy on drop is undermining the activities in the Freshmen program for retention. SW – there is nothing we can do for those students not making SAP regarding completion. If it involves financial aid but they are academically sound, we can help these students.

   It was proposed that we need to have a roundtable regarding financial aid, development and students with our profile. We should request the PEC membership and others to attend the Gala, and it was suggested that this funding could support discretionary funds or scholarships by the president. SW stated that this is an opportunity to assist our students because the situation with finances for our students is in a crisis mode. Individuals need to make a personal decision about how and where to donate, and how to best use their donations to the Foundation.

   Dr. Green announced that there is some funding available for special needs. Dr. Rasheed is the chair of President’s Special Book Fund. See Dr. Green if you have needy students.

   There is problem about the procedure for total withdrawal and who signs the form. Anything dealing with freshmen – withdrawal or otherwise – should go through Dr. Green. If the student has less than 30 hours they are still classified as a freshman, so refer them to Dr. Green.

   There is an initiative to enroll high school seniors in Oak Park into college or AP courses. Arts and Sciences and Business have been tapped to offer one or two courses to this group. Over time, other departments/colleges will be called upon whenever a new initiative comes. All colleges will eventually participate.

   The Roseland Hospital has donated funds for a scholarship for CSU students. A Ms. Flannigan, representative at Roseland, made this announcement for students in health sciences and social work. Complete information about applications, deadlines and process is on their website, which is linked to ours. Applications are due in October with funding for spring term.

   The Library has opportunities for student employment. See Rich Darga or human resources.
4. **Enrollment Updates (Westbrooks):** We are down and there remains concern about the count for pharmacy. IT needs to send the list of students to Gentry or Mobley Smith because they only have 83, not 89 in the new cohort. There could be pre-pharmacy students in the count. The Ed.D. program only has 13 enrolled in the new cohort. We must do more to market graduate programs, especially PharmD and Ed.D. We will do an examination of all graduate programs to see where the numbers are up/down. We will look at the low enrolled degree programs. We cannot continue to retain some programs. We also need to stop the “meets with” practice in which senior level and graduate level courses are held jointly. They must provide different syllabi under graduate studies, unfortunately, not all do this. As a result, we must separate the two and stop the combined classes.

Deans with graduate programs need to (1) make sure there are different syllabi; (2) all faculty are qualified to teach at the graduate level, and (3) we will have a mock HLC review.

There are still 230 not validated. We do not know if or when they will be purged.

Perhaps we need to make better usage of the Financial Outreach Center to inform students about the cost of higher education. There needs to be more front-end information with recruitment.

**New Business:**

5. **Intersession Update (John):** Last week there were 26 courses and this week there are 27, most in Arts and Science. If there is no in-house faculty, the deans can go external. Part timers are paid the same as regular faculty -- $2,500 pro rata for 3 credits. The list will be sent to the deans.

6. **Academic Program Review (John):** Last week a letter was sent out regarding the process, but more details have been included with a schedule of meetings. It is not too early to begin asking questions and gathering information needed for the spring review. March 18 – 20 is the NCATE site visit. A mock visit was held last week, which was reveilling and rewarding. It taught us things, such as faculty’s spoken word is being documented, and if these comments are restated during the real review, there will be serious repercussions. This same team has agreed to do a mock visit for HLC, from whom we already received some ideas on the visit, which appears to be in October 2012. The report will be submitted by August, so the mock visit needs to be in June or July.

7. **Class Scheduling Proposal – 12-Week Session (Jefferson):** Information was shared about the issues surrounding late registration, the need for degree completion and the choice of courses for the special session along with problems associated with our registration process and the culture we are trying to change. A letter will go out to all chairs, deans and faculty regarding the need to re-instate some students as well as the process. The 12-week session runs from Sept. 19 through Dec. 4, with registration going until Sept. 19. Those registering by Sept. 9 will be counted in the fall census report. This is still part of the fall term and the courses will count on the yearlong assignments. It may be repeated in the spring and fall terms again.

8. **GenEd Committee Membership (John):** The new Chairperson, Dr. Potluri, needs members from CMAT, CHS and COB. Send him the names. Deans, Mulugeta, Musial, Potluri and Grim will meet with the Provost and Kanis on general education and assessment.

9. **General Studies Program draft for BOT (Westbrooks):** The program draft has gone to Trustee Hill for the Board meeting. The four areas of concentration need to have a committee for determining the list of courses to be approved. The list should be comprehensive but limited. There needs to be representatives from each college, and not all colleges have responded. A meeting will be at 2 p.m.
September 22 prior to the BOT meeting. Students will need to meet their classes beginning this January. The students will take two areas of concentration, with minimal prerequisites.

10. Recruitment Strategies for Colleges and Departments – A Review (Sidney): The provost distributed a document submitted by Dr. Hall and Ms. Sidney from the ERG enrollment subcommittee. Dr. Hall previously sent this to all chairs or deans. It contains information about ways to recruit on a divisional or program level. This is the response to a survey sent by this subcommittee.

The council members recommend: (1) the document reads as draft and needs clarification; (2) this document should represent all academic colleges and departments; (3) it should cover recruitment strategies but does not; (4) the document needs to establish a purpose – clarification to discern strategies versus activities; (5) it reads like a data dump without editing, it needs a template for format so there will be uniform outcomes and similar data could be elicited rather than just disparate ideas, thoughts, activities and/or concerns; and (6) it should have alignment with overall University goals or mission. The Council agreed it should be called “List of Recruitment Activities.” In addition, there is no time period indicated and some Council members indicated that the dean had not approved the material prior to submission. If deans have comments or feedback, they need to send it directly to Dr. Hall and Ms. Sidney. Jefferson will send an email to the co-chairs about the council member’s concerns.

11. Unauthorized Purchases (Westbrooks): A sheet was distributed about those violating the unauthorized purchases. The number of unauthorized purchases increased. The deans need to have a conversation with their staff members, who clearly do not understand procedure and process. Those in violation will be removed as fiscal officer and may be docked pay for the violation.

12. Employees Enrolled in Day Classes (Westbrooks): [or teaching during their work hours]. This is an ethical issue because they are paid to work and not attend or teach classes during the period for which they are hired. This also means they are not to participate in any on-line course activity during the day and using their office computer. As long as the course enrollment does not overlap the work schedule it is permissible. This means the employee’s flexible work schedule must be documented. Deans and chairs need to be more collaborative and make sure they know who is teaching or doing work elsewhere. This should be done prior to any work being performed or transfers being initiated or approved.

13. Other Matters and Announcements
   a. CSU Gala – Thursday, Sept. 15
   b. Grad Assistants applications past due
   c. Vacancy Ads – will do a university posting so have listings in People Adm by October 1 to the provost.
   d. Personnel: Richard Darga is dean of Library and Instruction Services; Tiffany Davis, is associate director OIP, the University will not hire a director until the program is self-sufficient; Yvonne Harris is associate vice president of sponsored programs; Beverly John is interim assistant provost; and Richard Milo is retiring December 31, 2011.
   e. Honors College is moving its location to the Library in the future.

Submitted by
Debrah Jefferson
9/8/11