Chicago State University  
Provost’s Council Minutes  
April 11, 2012


The meeting convened at 1:10pm.

Minutes. Accepted as amended – D Jefferson and P. Cronce were not in attendance, so names should not be listed as present.

OLD/RECURRING BUSINESS
1. Technology Updates [Dillon] [see announcements]

2. Enrollment, Retention & Graduation [Henderson]: Bundles of 10-summer course schedule bulletins were given to deans to distribute as part of the marketing group’s gorilla marketing plan. The University is moving for complete online enrollment for validating and registering. To date, 543 students have completed and validated for summer 2012. This is about 200+ less than last year. We project a flat summer enrollment. We have added courses by departments needed for their students’ graduation. The Dashboard will be up soon, so students can project courses needed for graduation.

Admissions – VP Henderson reported from Matt Harrison that admission numbers are up compared to last year. See him for more information. The University is continuing to get requests for tours.

Graduation audits - 568 UG submitted applications. We will accept applications daily, but there are deadlines for participation in commencement.

Testing - We are testing and are offering CLEP exams, so let all students know if they need this for graduation.

Fact Book - A new fact book is being created. Institutional Research (IR) is reconstructing lost data through previously submitted IBHE reports. This data will be available to deans by the end of the month. IR also is doing the IBHE 5-year student survey.

Residency Requirements - Sheila Collins has sent all deans notices with the names of students not fulfilling their residency requirements. About 75% have met this requirement. We need to get those not meeting it to come into academic support.
University College – Academic Support is continuing new admits interviews on Saturday in SUB for new UC students. This is from 9 a.m. to 1 p.m. Volunteers are needed. There will be an orientation for volunteers from 9 a.m. – 10 a.m., with interviews afterwards.

Dean McKinney: The CSU Homepage has the link for new and continuing Student Affairs activities. She instructed us to go to the CSU home page for details on all events. See it for Monday in April events. Currently, the residence hall is engaging in a room selection process for next year’s housing.

NEW BUSINESS

1. **Commencement/Convocation** (Yvette Warren): Commencement Reception: Ms. Warren asked that we place this on our calendar:

   April 19, 6 p.m., Honors Convocation
   April 25, 10 a.m. – 5 p.m., April 26, 12:00 p.m. – 7 p.m., and April 28, 12 p.m. – 4 p.m.,
   Graduation Countdown, CRSU – Rooms B/C
   April 28 from 5 – 7:30 p.m. in JCC is the graduation reception.
   May 15, 2 p.m., Graduation rehearsal

   Special programs:
   Nursing pinning on May 15
   Pharmacy hooding on May 16.

   Commencement: A graduate student is needed to give the welcome address and an undergraduate is needed for the farewell address. The committee will make the selection from the nominations from the colleges. This will be based upon those students with the highest GPA. The deans will select the individuals for nominations.

   *A notation: Dr. Beverly asked about faculty representation on the commencement committee, and it was noted that Dr. Searcy is a member.*

   Regalia will not be distributed after the cap and gown company leaves. There will be some available at 8 a.m. on commencement day. There has been a commencement link running since January. All FAQs are there – direct students and faculty to the link on the CSU website. We still do not have a speaker. We need recommendations to present to the president by next Wednesday.

   Honors Convocation: The program book is being compiled for the Honors Convocation on Thursday, April 19. Colleges need to notify their own students about awards. We need to be seated in place by 6 p.m., meaning march in begins at 5:45 p.m. The details will be sent out today for distribution. President’s Cup (Cronce) – A committee met and sent nominee names to Ms. Cannon. The Cup and the Gwen Brooks Award will be given at Honors Convocation. The grand marshal will be Dr. Yan Searcy. No regalia.
2. **Digital Publishing Process Recommendation** (R. Darga): A process flow chart was distributed for publishing dissertations and thesis. The title on the chart should be changed to say “Graduate.” This information has been presented twice at Graduate Council last fall. [notation: it also was presented to Faculty Senate and at Provost Council]. The University pays for the license. Once the process accepts a manuscript, a transmittal sheet will be sent forward. All manuscripts are published through ProQuest, but students have an option for world-wide distribution or local only. The deans should watch to have good quality works suitable for world distribution. If the student wants a bound copy, the cost is on the students who can purchase one at any time. The new hire (assistant provost) will be responsible for format review. The Council suggested an attachment to the process document that clarifies each functionary’s roll in the dissertation/thesis process for publication. This is not the acceptance of the document for the degree but only its publication (electronic) and storage for retrieval. Each college graduate council has initial approval to acceptance of the document in fulfillment of the degree. The assistant provost ensures the material meets format review criteria. It was suggested to check to see if there was a vote to accept ProQuest by the University Graduate Council. Dr. John will check and will let Dr. Darga know. If there has been no vote, it will be presented for vote at the next meeting.

3. **Space Utilization on Campus** (L. Pinkleton): There are opportunities for guest usage across campus, but the over usage of the Library as a premiere space has a negative impact on the Library’s student patrons. If a group desires library space, it will be shared with Dean Darga for potential disruption and impact. The primary area of concern, however, is the learning commons (atrium) area on 4th Floor. Once RUC is back in business, there may be a reduction in requests, depending upon the nature of the renovations. Plans are being undertaken to get the renovation of RUC going again. Dr. Beverly raised a question about ensuring that the renovated building meets all requirements such as ADA.

4. **UCCC Bylaws** (Cronce/Westbrooks): A document was distributed with changes in the bylaws to the University Curriculum Coordinating Committee to be presented to the Faculty Senate. The Bylaws are to clarify functions of the committee – such as to review program changes but not to review degrees, which is the Academic Program Elimination Review Committee (APERC) function.

5. **IBHE/HLC** (Westbrooks): There were some rule changes at this week’s IBHE meeting. She will provide copies next week. There is more competition and other universities are growing and moving forward. GSU has a dual enrollment program, which goes into effect this fall, their new dorms were financed by bonds sold fast with an A- rating, and their first freshmen cohort begins fall 2014.

IR will have data next week for helping present our request for dual enrollment. Drs. Hyman and Watson have signed the agreement with the City Colleges of Chicago, so now we need to move forward.

There is an HLC change, which requests that new masters must be submitted before anyone graduates from a program. We have two requests for online programs, and HLC recommended doing it with our self-study report but there is a deadline of next week for
normal requests. We have three education certificates approved by IBHE, but now must get HLC approval before offering. We need university, IBHE, HLC and US Dept. of Education approval for all new degree programs (or certificates) offered off-campus. HLC has approved all 23 of our masters’ degrees but not yet for MOT and MSN degrees. Those need to be presented to HLC.

6. **University Catalog Revisions** (John): The deans need to get the data regarding their faculty and administrators’ degrees. If you have questions or concerns about the catalog, please funnel those to Dr. John. We will recognize those faculty members with graduate faculty status.

**Other Matters – Announcements**

1. Nancy Grim: Visit the Prometheus Bus – parked in front of COE business

2. Phil Cronce: 36% of the honors students received Latin Honors designation this year

3. Yvonne Harris: Sponsored Programs – Announcements were sent March 23 for PBI status institutions for Strengthening Institution Programs. Deadline: April 23. We have political support, so we need to submit a proposal. This could be faculty development in technology or advising initiatives.

4. Tiffany Hope: International Programs – Westbrooks donated $51,000 for FY 12 but needs $34,000 more for FY 13 to cover the second half of the summer. Tiffany Hope has forms for each dean.

5. Sandra Westbrooks: The UIC chancellor will take lead of a grant for STEM with Danny Block as the CSU consortium for the Neighborhood Assistance Program grant.

6. Phil Beverly: April 24 is election for unionization of the CSU food service workers. In his Teaching Emergency Management Course – his students have completed 13 levels. The Faculty Senate is updating its by-laws, which is the first time since 2001 and the first major overhaul since 1997. There is an on-line clearinghouse for all campus committees and a place to post agendas, minutes and notices. Membership will be changed to discipline-base with the number dependent upon tenured/tenure-track faculty in the discipline.

7. Beverly John: concerned about a graduate student 12-credit hour rule, transfer hours, students-at-large, and a need for policy about allowing students to continue taking courses and then ‘backdoor’ into a degree. This is a potential problem. When do you stop allowing exceptions? When do you call an end? A recommended solution is an electronic block for all graduate students at-large at the 4th course. These students have to come to the registrar’s office to get the hold removed. If they intend to continue enrollment, then they need to enter a degree program or sign a document indicating courses cannot be used for a master’s. IBHE is being asked about this – whether or not you can double count courses earned before acceptance into a degree or for different purposes such as endorsement, certification and/or a masters’ degree. Dr. Jefferson will check with IT on the hold.