CHICAGO STATE UNIVERSITY

Provost’s Council Minutes
August 22, 2012


1. Approval of 8.1.12 Minutes
The minutes of the 8.1.12 Provost’s Council were approved as circulated.

OLD/RECURRING BUSINESS

2. Enrollment, Retention & Graduation
The VP for Enrollment was not in attendance.
The provost announced that registration has been extended until Friday, if the class has not yet met. If the class has already met, faculty should not accept new students into the course.

NEW BUSINESS

3. Residence Hall Information
Dr. McKinney of Student Affairs introduced Ms. Okeke of the Residence Hall who delivered an informative Power Point presentation about the Residence Hall, from architectural design and amenities to programs provided for residents. Both administrators apprized the Council of their availability and desire to make presentations to departments and other campus groups toward enhancing occupancy.

4. Intersession Course Offerings & Submission Deadline
Dr. John reported on the approximately 20 intersession course proposals submitted to date and informed the Council that the deadline for submission of proposals is Friday, August 31, 2012.

5. Undergraduate & Graduate Catalogs: Posted
Dr. John announced that the 2012-2014 catalogs are posted. They are at the same site as before, namely university homepage, A-Z list, “C” for catalog.

6. DAC Updates
Dr. Jefferson reminded the Council that an MOU was created by the President and the UPI and a letter was subsequently sent out documenting the deadline for the submission of revisions.

7. University Committee Memberships
*Dr. John distributed a document, based on feedback received from the Deans, listing the college committees: curriculum & graduate committees and university grad council representatives. There were some missing details for which she solicited information so that there might be a more fluid process, based on committee meeting dates, for decision making and the signing of routing forms.

8. Illinois Transfer Articulation Panels
*Dr. John distributed a document that identified the names of CSU faculty who are currently listed on the ITransfer website as representing disciplines on their panels. The same document included the current posts that are available for which CSU has no representation. The deans were asked to go back and determine if faculty reps are indeed participating in the panels for which they are listed, if changes should be made and if so, to provide new names to Dr. John.
9. **Draft Mission Statement: Discussion**
   The Provost’s Council collectively edited the statement drafted by Dr. Rowan and edited it at the meeting. The vote was taken and accepted to accept the revised version generated by the edits of the Council.

10. **Adjournment**
    The meeting was adjourned at 3:05 p.m.

**Other Matters – Announcements**
- Performance Self-Evaluations are past due: Friday, June 15, 2012.
- Job Description for Director of Graduate Programs & Professional Studies is posted in People Admin: Graduate Council will be requested to serve as Search Committee.
- Other ...
- Dr. Miriam Mobley Smith announced that the College of Pharmacy was recognized by the national Association of Chain Drug Stores (NACDS) foundation – 70 proposals were submitted and 14 grants were awarded.
- Dr. Darga distributed several handouts regarding the archives, the Learning Assistance Center, the Library Open House and a status update on academic advising.
- Dr. Jefferson reminded the deans and other Council members that all faculty should post office hours and all advisors should post advisement hours. The provost reminded deans that when advisors sign their contracts they should have their hours of advisement attached to their contract.
- Dr. Cronce announced that the Presidential Scholars are now under the auspices of the Honors College and will serve as affiliates.
- The provost announced the following:
  - Director of HR is on leave today through Wednesday, September 5, 2012. Ms. Lori mays is authorized to sign off on all except termination and suspension actions. Termination and suspension actions may be handled by General Counsel Cage.
  - Anyone in possession of a “financial need list” with student information should forward same to Ms. Cheri Sydney.
  - The HLC Mock Visit will occur on August 27th and 28th.
  - Dr. Gist and the College of Ed developed an articulation agreement with South Suburban College.
  - Dr. Kanis inquired about the dual degree with City Colleges signed by President Watson and Chancellor Hyman.
- Dr. Beverly made the following announcements:
  - Mandated Reporting without training is inappropriate [under the Abused & Neglected Child Reporting Act].
    *Discussion ensued and training is available at the DCFS website.*
  - Course cuts seem to have affected graduation.
  - Some faculty have asked to whom they should go regarding “Mary Butler” questions.
  - It has been noted that there is an inverse relationship between the size of enrollment management and university enrollment.
  - The question has been raised: Can Academic Affairs have its own IT technician like Enrollment management has?
  - The Union will be communicating regarding the DAC process.
  - The Faculty Senate Office is located in ED 107-1. Phone number forthcoming.
  - The next faculty Senate meeting is Tuesday, September 4, 2012 in the Auditorium.