Chicago State University  
Provost’s Council Minutes  
December 5, 2012


The meeting convened at 1:03 p.m.

1. **Minutes.** – Minutes of the November 28, 2012 meeting were approved.

**OLD/RECURRING BUSINESS**

No updates from Technology (Shinde) or Enrollment (Henderson).

**NEW BUSINESS**

2. **Academic Calendar** (Jefferson): Dr. Jefferson distributed the existing 2013-2017 academic calendars. She asked that they be reviewed and suggestions forwarded. Discussion ensued about how to determine the best final drop day (Dr. Balogun). Mrs. Henderson proposed a sub-committee to examine this issue. Individuals volunteered and/or suggested: C. Coleman, E. Osika, C. Sidney, V. Smith-Murphy, and K. Schiferl.

3. **Course Evaluations Update** (Osika): Dr. Osika provided an extensive update (text appended to this report) regarding course evaluations. Key elements included establishing an advisory committee, enhanced communications, improved reporting of results, timely response to issues that have arisen in this second term of implementation, and good initial response rates. Discussion ensued concerning asking students for their input on how to generate a greater response (P. Beverly); Dr. Osika indicated a student(s) would be added to the advisory committee.

Dr. Osika also reported from the Advisory Committee on Advising. She distributed a draft revision of the Academic Advising Expectations sign-off sheet for council members to review. An updated Advising Handbook is forthcoming. A representative from I-Transfer/U-Select will present to advisors in the coming weeks. C. Valenciano asked that the committee give increased emphasis to the needs and processes concerning graduate advising.

4. **Advising Suggestions** (Cronce): Dr. Cronce expressed his concern about a planned meeting regarding advising needs relative to Banner. It is important that members of the Council who have expertise share in the discussion of these and other issues rather than sub-committees considering issues and making reports in a vacuum. He recommended that a universal list of advisor forms available to advisors/chairs/deans
be created for university constituents. E. Osika offered to share an existing report on the differences between CSU Xpress and Banner data available to users. D. Jefferson noted that legal issues related to viewing of confidential records must be kept in mind.

5. **Final Examinations** (Rowan): asked that faculty be reminded to conduct finals according to the officially published schedule, unless there are extenuating circumstances communicated to chairs/deans. D. Kanis noted that a helpful practice is to ask faculty to post their examination schedules on office doors prior to end of semester.

6. **Commencement** (Wright): rehearsal to take place December 11, 2 p.m., JCC. 22 faculty have volunteered thus far to serve as marshals. More are needed; contact T. Hope. Marshals should report on Commencement day to JCC at 9:30 a.m.

7. **Ethics Training** (Westbrooks): Dr. Westbrooks thanked all concerned for their response to the email in re personnel needing to complete the paper version of the training. The number having yet to comply has decreased substantially. She reminded council members that personnel should retain a copy of their submission.

8. **Program Accreditation and Budget Transfers** (Westbrooks): Dr. Westbrooks indicated that approved requests for accreditation expenditures will be handled via a budget transfer of the funds from the accreditation account to the proper unit account for the unit to disburse. This is to avoid audit findings. The budget transfer request form should be completed and accompany the accreditation expenditure request.

9. **Program Review Update** (John): Letters have gone out to those programs subject to program review in Spring 2013 term, all in the College of Arts and Sciences. Process to conclude by March 2013.

10. **Announcements** (Westbrooks): The Provost’s Council holiday party will take place immediately following next week’s Council meeting. Ms. Burkett will be in contact regarding arrangements.

**OTHER MATTERS**

1. Y. Harris: The Office of Grants and Research Administration is reorganizing to focus on pre-grant submission. She is looking for input regarding how the office and its soon-to-be hired grant specialist can assist colleges and divisions with grant efforts.

2. S. Gist: the College of Education holiday party is December 6, 12-2 p.m., ED 201.

3. J. Balogun: the College of Health Sciences holiday party is December 11, 12-2, DH 128.

4. K. Schiferl: CSU has today accepted the invitation to join the Western Athletics Conference (WAC). This evening, CSU men’s basketball team plays DePaul at home.
(7 p.m.). There will be a petition for CSU to participate in the Tom’s Shoes charity shoes program. She encouraged all to attend the game and consider signing the petition.

5. D. Jefferson: has received today additional change of instructor forms for next term, as well as hiring forms for Spring 2013. She reminded deans that part-timer hiring forms are required for each term. Spring term’s forms are wanted by January 1 in the budget office to enable timely processing of faculty pay. She also asked deans to monitor intersession enrollments; several intersession courses have just been added.

6. S. Westbrooks: attended this week’s IBHE meeting. A full report is forthcoming to the Council, but Dr. Westbrooks shared that there are changes planned for the program approval process in terms of notices of intent, public recording of withdrawn program proposals, and university report cards.

7. C. Valenciano: Shared an update regarding Grad. Council, which will meet next Tuesday.

8. B. Rowan: the search committee for the position of Assistant Provost/Graduate and Professional Studies has identified five candidates as semi-finalists. They will undergo telephone interviews and reference screening before narrowing the list to several for campus visits next term.

9. S. Collins: a Dr. Rode from Northern Illinois University, specialist in freshman experience issues, spoke to her area recently and was warmly received.

10. P. Beverly: requested Y. Harris to be aware that faculty would like to participate in discussing administrative changes that impact grants administration.

Dr. Beverly indicated the Faculty Senate would re-visit the senior thesis next term. Recommendations will be shared with the Council in due course.

The Senate Buildings and Grounds Committee is considering Dr. Jacobs’ (Biology) campus sustainability plan draft. Dr. Beverly also expressed concern about the proposed continued use of asphalt for university roads.

Dr. Beverly congratulated the university on joining the WAC (c.f. #4 in this section).

He indicated that V. Potluri (Biology) is inviting a member of the Faculty Advisory Committee at IBHE to campus. Representatives from Governors’ State and Northeastern Illinois University will be invited to attend. Academic Affairs and the Faculty Senate will co-sponsor the reception.

Finally, Dr. Beverly asked the Council to be mindful that if not averted, the “fiscal cliff” fallout will impact higher education adversely.
Meeting adjourned 2:00 p.m.