Chicago State University
Provost’s Council Minutes
1.18.12


The meeting convened at 1:05pm.

- Correction to the 1.11.12 minutes: The last sentence in Old Business item 4 should read as follows – All advisors will be in JDC to avoid students going all over campus to find them.
- The Provost stated that tutors were in place for Reading, Math and Writing on the first day of class.

OLD/RECURRING BUSINESS

Technology Updates
- Ce Cole Dillon, CIO, reminded the Council to sign and submit their computer security form.
- The CIO is attempting to confirm the date student receipt of IPads on January 26, 2012. Session[s] are to be held regarding using IPad as a learning tool and participants must bring it to session.
- Ms. Dillon informed the group that Contribute will be replaced and licensing problems will disappear. The new software will interface with CSU Facebook and Twitter pages

Enrollment, Retention & Graduation
- VP Henderson distributed headcount data and informed the group that the 2011 intersession was the highest intersession enrollment to date.
- She informed the Council that Carnice Hill is back.
- Dr. Ellison asked if names of students will be distributed so that the colleges can follow up with their non-validated students.

NEW BUSINESS

0. Enrollment for Special Session: 12 –Week Term – February 13 – May 15, 2012
1. Program Operational Priorities [Deans remain for discussion]
2. Program Review
- Dr. John reminded the Council again of the high number of programs to be reviewed this semester and the importance of timely submission, note-taking regarding committee recommendations and re-submission be deadline identified
3. Validation: Mary, Long, Interim Bursar
- There is a hold on any past due balance. 25% of the past due balance must be paid before holds before holds can be extended. Discussion ensued regarding time frames, processes and glitches that have occurred both successfully and unsuccessfully toward improving the overall process. Further discussion was held regarding the Academic Plan and petition processes.
- The Provost inquired about the ability of employee students to purchase a UPASS. The Bursar responded in the affirmative. Ms. Bobbie Stewart made a presentation on the UPASS and stated that 9 hours constitutes full time and graduate students can purchase the UPASS.

4. Adjournment

Other Matters – Announcements
- University Catalog Changes due to Dr. Beverly M. John. Make sure the appropriate curriculum approvals have been obtained.
- The Provost announced that no faculty has the authority to change the time of a class once published.
- Ms. Cook from Human Resources [and Dr. Mitchell] provided information regarding employee absence. First, that any employee that is absent should call in on that day. Second, on the third day, if they have not called in they are automatically terminated. Supervisors are not required to call employees but are encouraged to do so.
- *Dr. McKinney reported on DOSA issues including: 216 rooms are filled and full occupancy is 280 [double occupancy]. on Welcome Week activities, January 17-20, 2012. Events for Homecoming and Black History month are forthcoming.
- VP Henderson announced that all 12 week session courses are due by January 25, 2012 at 12Noon. She also announced that Ms. Cheri Sydney lost her sister.

The meeting adjourned at approximately 3:10p.m.

*document distributed