
The meeting convened at 1:10pm.

1. **Minutes.** – approved with corrections of June 27 minutes

OLD/RECURRING BUSINESS

2. **Technology Updates [Dillon]: not available**

3. **Enrollment, Retention & Graduation [Henderson]: not available**

NEW BUSINESS

4. **Impact of Student Petitions for Reinstatement and Financial Aid:** Helen Sheridan, Grants and Contract Specialist [housed in sponsored programs], is cleaning up financial aid issues and spoke on compliance issues resulting from reinstating students. Two handouts were distributed – impact of financial aid and withdrawal/petition issues.

In essence, there are federal mandated changes in Pell Grant that CSU students and staff need to understand so that behavior is changed. There is a new limit for the maximum number of years students may receive awards. It is not cumulative but a running number that does not recognize the time students are not enrolled in college and this number is reduced based on student classification. The new maximum years for awards are 5 years for entering freshmen, 4 years for sophomores, 3 years for juniors and 2 years for seniors. This is based on credit hours and classification standing across the entire educational process and institutions attended. The maximum does not change with changing institutions or take into account non-attendance or application. It is designed to encourage students to stay in school and on target.

The new rule changes will have a negative impact on students that take time out, exceed five years to degree completion or drop below full-time status in the process. The maximum years for receiving aid does not stop when students drop out of school, the clock continues running. There is a penalty for dropping out because students cannot receive aid beyond the maximum, and there is a penalty that the University will pay if students are reinstated owing money or expecting more funds. This change is retroactive.
We as an institution will have major audit findings on this issue so we cannot jeopardize funding for all students because there is a rollover effect. All federal funds awarded to students are impacted – Pell, TRIO, Title IV Grants, federal grants such as DOD, NSF, etc.

Federal grant auditors from the Department of Education (DOE) recommend that the Registrar’s Office needs to tighten it withdrawal dates and become automated. There are too many dates and codes and a manual process. The DOE asked for keeping things simple.

It was reminded that DEANs and CHAIRs do not approve financial holds. They should stamp petitions stating that their approval is only for academic approval to be re-instated, drop a course, etc., and does not change financial holds and does not constitute award of financial aid. All financial aid should be recalculated if students drop courses or drop out. Aid maximums occur and will impact students regardless of completion of a course or not. Going forward, the Registrar and Financial Aid are working on forms and procedures such as date-stamping forms when they are put in the system and tracked by the time the students first enroll. Spot checks on class attendance will be made to ensure students are still attending class.

The Council recommendation: This is the second request this year to revise the petition form. The Registrar’s Office had previously thanked the Provost’s Council for its input, but they did not want our assistance. At today’s meeting, the deans

(1) Asked for input to develop/change the form because they and their programs are impacted and they need to know that the form is appropriate if they are to sign the form.

(2) Asked to include drop dates on the TV monitors in the buildings with trailing information about petitions and federal rule changes.

(3) Asked is there some data we can see that can serve as a predictor for dropouts such as late enrollers, low GPA, full-time employment? Enrollment Management might know the answers but we do not get it.

Dr. Harris stated that the problem solution must involve Academic Affairs to change behavior. Sponsored Programs will discuss this at the new faculty orientation. For FY 13, this will be a continual message going out to Faculty Senate and other places.

DOE Recommendations: specific withdrawal dates, consistent drop codes, monitoring impact with rules associated with NSF awards, TRIO and other programs where students receive funding, stipends, awards. This problem has a secondary impact related to research grants. If students receive grants or stipends from research grants and drop out or reduce their course loads, we must re-claim funds given to those students because their change in credit hours and enrollment results in the students being over awarded. If we do not act, we risk penalties in the future, including loss of all federal funding for students.

5. Fall Course Cancellations [Jefferson]: The course cut session is set for the Thursday before classes start –August 16. We will not accept or approve any course cancellation requests until that time. Deans should work with their chairs to accurately forecast their course needs. There will be a meeting tomorrow regarding whether on-line registration will remain open on that day or be suspended. There have been 73 courses added, 67 changes and 32 cancellation
requests for fall 2012. All requests for cancellations not already processed will be held until the official cut session.

This impacts the new hires and we will have our budgets cut in FY 2013.

6. **Appropriated Accounts** [Westbrooks] – new budgets were loaded July 1. As a reminder, we cannot use appropriated funds to purchase flowers regardless of the occasion. It will be an audit finding. Please convey this with department chairs and secretaries. If you have non-appropriated or agency accounts, check to see if you can use them for this type of purchase. This is a point to raise at the next fiscal officer’s monthly meeting.

Approval cards – all fiscal officers must have duly signed fiscal officer card. If the name is in the budget book, make sure it is (1) correct and (2) a card is on file. DO NOT put in date.

**Recommendation:** Financial Affairs/accounts payable should send notification back to the individual and dean that the person has been approved as a fiscal officer. [Make sure the appropriate individual has authorization by adding and deleting names as appropriate.]

7. **Filling Faculty Vacancies** [Westbrooks]: The Provost is interviewing new tenure track faculty. Please convene and move your requests for full-time employees through ASAP. These are for August 1 hires. We can use Skype if the individual cannot come back for this interview by the Provost. Get faculty together ASAP. Arts and Science has said 6 new hires will be ready by August 1 and 22 will be hired for January. There are issues with getting confirmation on who has accepted back to the deans and chairpersons because the letter does not come back to Academic Affairs.

8. **2012-13 Program Review Letters:** not discussed

9. **Intersession** [Westbrooks for John]: The number has not changed since the last meeting. There are 12 in CAS, 2 in COE and 1 each for Pharmacy and Health Sciences. If you think of other courses, please let us know ASAP.

10. **Performance Review Evaluation** [Westbrooks]: The submission date for evaluation of chairs has been extended to by Human Resources to August 1. These go to OHR; however, please send them first to Dr. Jefferson.

11. **Administrative In-Service for DAC** [Westbrooks]: We need to confirm your numbers. This is for deans, chairpersons and faculty DPC and/or DAC chairperson. We will pay those with faculty status $250 to attend. July 25 – all day. Need numbers from Business and Arts & Science. [Please note that at a meeting with deans following the Provost Council, it was recommended to delay this session. The Provost will bring that forward.]

12. **Web Time Entry** [Westbrooks]: There have been some challenges to getting the system going. It is important, however, that administrators meet deadlines because if we do not meet them, individuals will not be paid. There is a trust element in the process that forms and
requests have been submitted prior to this process. The Provost can make changes in the entry for deans and deans for chairs. For Academic Affairs, the Provost asks that we put all leave or absence requests in writing, prior to the activity. The Provost asks that you still submit paper leave requests. Vacation needs to be pre-approved. Conference travel or off-campus meetings are still official business, but you should still submit paper requests or notices about being off-campus, especially if it is for a significant amount of time.

Dr. Harris reminds all that all grants still need time and effort time sheets, so people should still maintain old paper records. Grant Agencies can request to audit specific grants at any time and these requests are not related to the external audit review by the State. There may be other test samples asking for data or documents regarding time by both the internal auditors and the external auditors. These reviewers look for potential audit findings (PAFs).

**Recommendations:** There should be an alert notice to approvers such as the messages with People Admin and CSU Buy when it is time for accessing the system. There also should be a plan or procedure when an individual (and proxy) may be unavailable to approve the entry.

13. **FY 2013 and 2014 [Westbrooks]:** The Budget Committee recommended and the Board approved new funding requests for fiscal years 2013 and 2014:

**FY 13:** $150,000 for tutors; $200,000 to CAS, $80,000 to COE, $80,000 to CHS and $40,000 to COB for professional advisors ($40,000/position), and $140,000 funds for social work (BSW) and business to hire new entrepreneur faculty ($70,000 each). The Provost needs business and social work to identify the accounts and send the name and account number into which to transfer funds. There are advisor funds for about 10 hires based on a structure – departments will need to hire these employees. These will need to be posted via PeopleAdm. Business will send a copy of the position description to Health Sciences. Jefferson and Westbrooks will discuss accounts. Same Graduate Assistant numbers as FY 2012. The departments will retain faculty advising cues as per the contract and faculty should work with professional advisors.

**FY 14:** additional funds -- $400,000 tutors, $800,000 advisors (rehire and expand), $200,000 for research assistants to honors college – each college dean is to work with Dr. Cronce to identify strong, undergraduate students; $270,000 salary for entrepreneurship and social work. The Provost gave forms to deans for submitting information, which will be sent electronically and return by August 8.

The Provost said her role is to get the money and your role is to identify location and training. Perhaps there should be a subcommittee to address space utilization needs and this advising scenario. The internal auditors suggested a committee for academic satisfaction progress as well. The membership will include Sara Buck, as chair of faculty senate academic standards and admissions, Liz Osika (faculty) and Tenell Edinburg (professional advisors) as well as the Registrar. This committee will be convened in the fall.
Other Matters – Announcements

1. Council Matters
   a. Searcy: new professional advisors will need training, management some centralized operations. Darga invited Arts & Science to work with CTRE and Edinburg. Education will retain its center. Health Science is fully functional and eliminated complaints.

   b. Bernie Rowan is the Director of Assessment and Program Quality in the Office of the Provost.

   c. Phil Cronce will be continuing as the Interim Dean of the Honors College. He asked individuals to work on his advisory council.

   d. Joe Balogun: concern with Cougar Start U orientation. This is the second year and they did not inform individual deans of the changes. These changes should be made based upon assessment and outcomes.

   e. Yvonne Harris: remind faculty of time and effort reports. They are past due, if the reports are not submitted, funds will be frozen July 25. This impacts the salaries from grants because can’t release funds without time and effort reports. These are federal requirements and does not impact or relate to web time entry.

   f. Rich Darga: James Kowalski will attend the next provost council to discuss New Faculty Orientation (Aug 7 – 10) and the Adjunct Orientation (Sept 22)

   g. Debrah Jefferson: Reported on catalog submissions for Dr. John. Notation -- the financial affairs information from Mr. Glenn Meeks was not submitted nor for enrollment management and reporting line from Ms. Angela Henderson. Ms. Lori Roth should have a correct listing of how names should appear – name, title, institution, year hired, etc. across all entries. The administrator and faculty listing format in UG/G catalogues should be consistent. Lot of errors are still in the graduate catalog (notation: the graduate catalog has not been fully reviewed). Deans will be given opportunity to review the final draft prior to publication. The catalog will be on line as scheduled prior to the start of classes.

   h. Phil Beverly: Concern among faculty and some chairs is the length of term for chairs. Reconsider the one-year appointments. IT – recognizes there is some transition going on, but there are end-user issues, such as inability to change a password on faculty senate until sometime in August (seriously) that should be addressed immediately. Orientation for Students -- at Northern Illinois it is a requirement, is organized and there is a structured parent program. We should look at other institutions and take best-practices approach. DAC Process – concern of residual negative feelings because of the process and it might be misdirected against deans and chairs. This might have been a contractual
violation. The process was just wrong. This could be detrimental. Concern that chairs/deans might take a Nuremburg Defense Attitude.

i. Constance Wright: new AD (Dan Schumacher) and new admission standards from NCAA that we must address. The biggest change is in 2016 that involves a new profile on who is eligible for participation – a practice squad and a competing squad. There will be a new playing requirement of a 2.5 core course GPA with a 20 ACT score. There is a sliding scale and next a dual model for students to practice versus competing. All entering transfer students this year will need a 2.5 GPA. There is a general concern over grade inflation from high schools and NCAA is monitoring. In CSU 2010-11 and 2011-12 we did extremely well. At open access, HBCU and PMI will have different profiles because of NCAA guidelines moving forward.

Meeting adjourned 4:10 p.m.