Provost’s Council Minutes
June 20, 2012


The meeting convened at 1:07 pm.

1. The minutes of the 5.9.12 meeting were approved with the following corrections.
   ✓ Technology Update: Discussion of building updates should refer to the IWire Network.
   ✓ UG/GR Catalog Update: The first sentence should read, *Unfortunately, the Provost had to report to the president that some units had not yet responded.*

OLD/RECURRING BUSINESS

2. Technology Updates
   The CIO advised the Council that the University is moving forward with WEPA [Wireless Everywhere Printing Anywhere], the vendor that did a presentation for the Council. She also informed the group that a request for all Deans to provide 2 locations for the kiosks is forthcoming. If Deans do not reply as requested, the CIO will select the site. Discussion ensued regarding the 10cents cost of b & w and 50cents cost for color copies, the fact that paper and toner as well as maintenance of equipment are all the responsibility of IT as well as the fact that equipment in the library will be a net add to what is currently there, unless student feedback reveals otherwise.

3. Enrollment, Retention & Graduation [Ms. Henderson not in attendance]
   The Provost reminded the Deans that 2 weeks ago they received a list of students on probation as of close of spring 2012 [Total=158, 135 on probation & 23 on continuing probation]. She asked that they provide advisors regarding this matter.

NEW BUSINESS

4. * IBHE/HLC Program Approvals : Revised Forms*
   The Provost advised the Council that the IBHE is being re-structured, as already evidenced by performance based budgeting, and other changes that have and are occurring including personnel and paperwork.

5. Two Administrative In-Services: Proposed Dates
   Part B: July 18-25 [Select best day]
   Part C: August 1-3 [Select best day]
   The Provost asked that Deans select and advise her regarding their 2 best days – one from Part B & one from part C and submit by Friday, June 22, 2012.

6. Discussion: Process for Obtaining CSU Faculty Comments
   ✓ DAC Revisions
   ✓ Recommendations regarding external faculty reviewers
   The Provost asked each Dean to establish a process to facilitate faculty feedback regarding DAC’s. The one that she recommended previously and that is a good one is - faculty submit to Chairs who submit to Deans who submit to Provost. These comments will be discussed at the July administrative in-service.
Dr. Jefferson is communicating with external faculty so please ensure that all recommendations from faculty are forwarded to her.

7. **Review of DAC Submission Dates**
The Provost reviewed the document circulated.

8. **Summer School Updates**
Dr. Jefferson distributed a document identifying enrollment as of June 15th and informed the Deans that the cut session will be held on June 28th. She asked that they look at courses that should be cut/cancelled based on student enrollment and graduation needs for August & December commencements.

9. **University Catalog Revisions**
Dr. John informed the Council that the documents [undergrad & grad] have been given to the editor who is working diligently. She is certain there will be need for additional corrections. The decision was made to provide a 24 hour window in which Deans will have the opportunity to provide a final set of revisions.

10. **University Intersession Course Submissions & Deadline**
Dr. John informed the Deans that she sent an email out today that identified the 3 course proposals that have been submitted and with a proposal form attached so that they can distribute to interested faculty in their respective colleges.

11. **IBHE Program Reviews**
   - **CSU Program Review Recommendations** [good standing, priority review or suspension, effective 1.1.13]
     Dr. John stated that the Academic Program Review Committee met throughout 2011-2012, documented its recommendations to the provost and president. Provost has documented her assessment of those recommendations and document awaits president’s written assessment in his office. Specifically, 3 one year priority reviews, 3 two year priority reviews, 3 three year priority reviews, 7 good standing and 4 suspensions.
   - **New Programs**
     The Provost re-visited the “changes at IBHE in structure, personnel and forms” discussed earlier and reminded all who may be considering such to address changes. Dr. John interjected that she has been recently involved in a discussion with a hair and dean regarding the need to submit any requests for new programs in toto as opposed to piecemeal. Discussion ensued regarding the Provost’s recommendation that all NePR’s, henceforth, include off-site and online components so that we have optimum options available from the outset; when does suspension lead to elimination, response, when recommendation for improvement have been made and are not addressed.
   - **New Locations [off-site locations]** – see above
   - **Online Degrees** – see above

12. **Senior Thesis, Senior Capstone and/or Senior Research Project**
Discussion occurred regarding the timeline states that 2015 graduates must demonstrate that they have taken one of the thesis courses.
Other Matters – Announcements
✓ Performance Self-Evaluations are past due: Friday, June 15, 2012.
✓ Job Descriptions for Director for Graduate Programs & Professional Studies scheduled for posting in People Admin by close of week.

✓ Dr. Harris stated that this year’s self-recipient monitoring & monthly time/effort reports are past due. Angie Hobgood of her office is calling and sending out emails and responses must be made quickly. All reports must be sent to ogra@csu.edu. Further student eligibility is forthcoming and expensing of student costs against grants. The provost reiterated the importance of responding to auditors in a timely manner. Specifically, if a response is not received within 5 days the result is an audit finding.
✓ Dr. Cronce announced that a new Honors College website is forthcoming and asked that all refer high achieving students.
✓ Ms. Maynard announced that campers will arrive next week and if anyone see a camper alone please contact police or her office. The opening of the new Salvation Army on 119th between Halsted and Ashland has a number of programs that will compete with CSU’s. Bert Rivera is retiring and there will be a reception on Thursday, June 28th in Fine Dining, 3pm-5pm.
✓ Dr. Kanis announced that the State came to pick up the last of the University’s medium level radioactive waste.
✓ Dr. Mobley-Smith announced that, per the announcements that have gone out via email, the candidates for the Dean of the College of Arts & Sciences will meet with the campus community in different fora.
✓ Ms. Hope informed the Council that at or by the end of this month students will have departed for the various international sites including Taiwan, Guinea, France and Spain.
✓ Dr. Beverly made multiple announcements/queries: [1] the DAC processes should be consistent across units. [2] Course cancellations should be handled with sensitivity to student resources and schedules. [3] Does Faculty Senate have the authority to approve thesis, because it has not? The provost’s response was that all curriculum is approved by the respective committees. Dr. Beverly also asked [4] who is the mandated reporter to whom issues with summer camp youth should be reported? The Provost replied that she will research that question.
✓ Dr. Gist distributed the Spring 2012 issue of the Illinois Schools Journal published by the College of Education.
✓ The Provost raised an issue that was brought to her attention by Dr. Attele regarding the disjuncture between CSU’s newly instituted policy regarding acceptable TOEFL and IELTS scores. The Provost asked that Dr. Beverly to have the Academic Affairs Committee of the Faculty Senate to explore this matter.
✓ The CIO reminded the Council that the first day of web-time entry for exempt employees is July 1st and non-exempt employees have already begun.

The meeting was adjourned at 3:05p.m.