The meeting convened at 2:10pm.

Minutes. Accepted as amended distributed

OLD/RECURRING BUSINESS

1. Technology Updates [Dillon] [see announcements]

2. Enrollment, Retention & Graduation [Henderson]:

NEW BUSINESS

3. Academic Calendar [Jefferson]: Jefferson shared a revised 2012 – 2013 Academic Calendar with the Council. This was also shared with the combined Registrar/SOAR committee on Tuesday. It reflects a change to balance both spring and fall terms to 16 weeks. It resulted in moving the exam period during the fall up one week (from December 10 to 3rd). The questions about changing commencement have not been discussed. On the original calendar it was set for December 20, moving the term end up one week could mean the commencement would become December 13. Those on the commencement committee need to respond ASAP. The spring 2013 term will have classes beginning January 14, prior to MLK Holiday to accommodate Monday holiday class time loss.

The Registration/SOAR committee calendar has Cougar Start U on June 27 & 28 as well as July 11 & 12. Testing, advisement and registration will occur as well as other activities such as a proposed parent’s session. The dates for all testing are posted on the Evaluations and Testing website. Please advise you department chairpersons that advisors (academic and professional) should be available on the Cougar Start dates. In addition, because of the academic calendar shift, Intersession ends January 12, 2013. Regular registration is available January 3 – 12. Cut session is January 10, 2013. Late registration is January 13 – 15. The will not register after those dates.

Enrollment Services for fall will be in JCC from August 6 -18. The committee’s calendar shows special ERS will be on two Saturdays - August 11 and 18. Faculty are on contract August 13, 2012 through May 17, 2013. The combined committee asks for any dates you have planned retreats, meetings, etc. for your colleges so they know if any of their planned activities at the start or end of terms are affected. An example of the problem was planned activities involving faculty advisors prior to contract dates. Another, which has been corrected, is freshmen and new student move-in date for the dorm is set for the
Saturday after orientation. Orientation was scheduled for Sunday and Monday. The committee asked that it be moved to Monday and Tuesday, August 13 and 14 with move-in for Saturday/Sunday, August 11 and 12. The committee also asked for having some fun and educational activities for the new dorm residents during that week.

Question regarding time between last exam and grades due for fall was raised. This is tight, according to Beverly but doable.


4. **DAC (Jefferson):** The departments should be working on updating their Departmental Application of Criteria (DAC) document, which is due May 1. Jefferson distributed material with changes and it is available on-line via the chair and dean groups in Cougar Connect. She is available to meet with departments upon request.

5. **Course Evaluation System (Beverly)** – UPI said it was in violation of the contract. Issue is not evaluation because online is overdue, but should put into DAC. Students should not evaluate because that connotes consequence. Only deans and chairs evaluate. As long as procedural correct, then there are no problems. Consequence of change that opens door to other issues. No opposition to evaluations, but the modality of collections as well as what will be done with information.

Provost asked about student concerns regarding a faculty member not teaching class for full 1 hour and 50 minutes. Students complain about issues after the fact. How would chairs and deans know if no evaluation? Faculty should know if not doing what is expected, by Beverly, all should know procedures?

Balogun – under current contract, evaluation is required. Beverly asked to make sure DAC is clear. Evaluation is a consequence of an action so make sure assessment in DAC is clear.

In the UPI meeting, the majority voted in favor of the online instrument. Beverly asked about a statement from Academic Affairs about what we are doing, how it is used, collected, etc. and in DAC regarding the new method.

6. **University Catalog Revisions (John):** all but one individual has returned the material on names and titles. All deans were charged to make sure all majors, minors, options, or concentrations are listed, correct hours for degrees. Any changes from before that were not in the last catalog; all updates missed or omitted should be submitted. The Provost said it would go live regardless. Units cannot continue holding up publication on-line.

7. **Campus Lecture Book Series (Provost):** Need recommendation from areas to serve on this committee. Charlene Snelling was recommended to serve on the committee as co-chair.
8. **Assessment Training Workshop (Provost):** This is the last in the series scheduled for Thursday with College of Education [faculty, staff in COE and CAS all pulled together and were professional in the NCATE. All teacher preparation and secondary education programs will be recommended for continued accreditation. Assessment was the highest rating received. There were no conditions, consequences or other considerations. Hats Off to the COE and Dr. Gist.]

9. **Other Matters – Announcements**
   a. HLC has listed Tech & Ed and PE for on-line course proposals. CSU will move forward to begin offering those as degree programs. CSU need to be proactive in getting into on-line degree programs. There is new language regarding either 10% or 20% of courses available on-line, the institution should apply for on-line degree offering.
   
b. Shared a copy of book *Committing to Quality*, excerpt on assessment, types of questions, student-learning outcomes. Share it with deans and faculty.
   
c. Annual report to property inventory is due April 30. Respond if your name appears on the listing. DO NOT wait until due date to respond. Locate all items. Recommendation that we get tag numbers for the list of computers not loaded with software. This is a potential audit finding for (1) missing equipment and (2) security for IT.
   
d. Honors Convocation – April 19, 2012, 6 p.m., please attend and/or participate
   
e. Purchase Requisitions, Travel Authorizations, Travel and Payment Vouchers all have deadline dates for end of the year. Review the dates and make sure all appropriate signatures are in order and submitted to the Provost (and Sponsored Program) in time for signatures and review before the deadlines.
   
e. Items from Provost Council Members:
      (1) Henderson: banners are up in CRSU; deans given packets on a civic engagement program.
      (2) Balogun: The Wellness Center will host the state conference, this is the first time in 10 years. Tuesday, March 27 at Oak Lawn Hilton 9 a.m. Question on what to include with hiring papers. OHR or other division makes changes we need to know. Jefferson will check with her staff about what information they are asking to include. Mitchell will ask to attend to cover OHR. [After meeting Jefferson verified the following: all hires, new or rehires, should be entered through PeopleAdmin. There will not be a need for any paper transfers except for a budget transfer request. All hires should be entered individually. You should not combine multiple positions into one request. If so, all hiring forms and the full amount requested must be submitted together. It is a budget office issue. You do not need to submit the bioform, hiring form, etc.]
(3) Maynard: CSU is hosting a swim meet, the junior dance team is competing – it won the regional in Wisconsin (all 60 youth received jackets and trophy). New Options book distributed for the 6-week spring session (begins April 16)

(4) Mobley Smith: Friday, May 4, Pharmacy Students will be presenting research – 77 poster presentations -- from 2 to 5 p.m. The first Hooding Ceremony is on May 16 and the ‘Mortar and Pestle’ Dinner ($85) will be that evening. A Save the Date card being sent. The David Slatkin Research Symposium will be held in October 2012, and a pharmaceutical science and practice lecture series in his honor will be held each fall beginning 2013.

(5) Beverly: The Faculty Senate asks for an organization chart. Also, about the University employing students to make usage of many of their skills. CSU needs to be prepared for the cascading impact from an accident (such as a train or truck derailment) adjacent to campus. The University does not have a known evacuation plan, etc. If we meet FEMA and NEMS Compliance, we will be eligible for various grants.

(6) Hope: Reiterated that CSU needs to be compliant with Homeland Security procedures and reminded us that there are different protocols for international students. OIP has completed a manual/book and a contract is in Legal Affairs for guidelines to recruit international students. OIP is completing a protocol book for handling foreign dignitaries. Homeland also has a checklist, which will be disseminated. OIP is getting ready for the study abroad. Because it crosses fiscal lines, it will require two budget transfers to contribute. This is not the traditional semester abroad, but most are short-term, but students can use financial aid because the travel is a component of a credit bearing course. There are opportunities for full semesters, summer as well as intersession periods. There is an advisory council for OIP, which is changing requirements and improving the criteria. Next week OIP will meet with deans. There will be a list of names, majors, type experience and cost needed.

(7) Provost asked deans to get students to sign-up for intramural teams. Basketball is coming up March 23, go to CRSU Suite 260.

The meeting adjourned at approximately 3:45 p.m. Deans were asked to stay for a short meeting.