Chicago State University  
Provost’s Council Minutes  
May 9, 2012


The meeting convened at 1:10pm.

1. Minutes. Accepted as amended – There are 25 master’s and 2 doctoral programs. The 25 includes the MSN and MPH. Minutes approved as corrected.

Cole Dillon made a notation, that the young man who died is still listed in the system. We need to make sure that any student who had died is marked as deceased in the system. There is a policy and this is not yet completed. The Registrar is responsible for making this type change.

OLD/RECURRING BUSINESS

2. Technology Updates [Dillon]: There are about 20 kiosks for printing. AdAstra will be available on line May 24 for scheduling courses and meetings and events. After live scheduling will begin predictive analytics that uses CAPP data to predict course needs for all majors, so need to make sure to update CAPP. [Note: THOSE not listed with a major cannot be helped because it is major driven. Mary Butler still doing CAPP so see her.] Bombguard has been installed. IT staff will be trained and remote access will begin shortly. For all buildings except LIB and JCC will be upgraded in megabytes with connecting to I-Wire Network in about 15-18 months for online

3. Enrollment, Retention & Graduation [Henderson]: Not present but Jefferson reported on the message from the interim registrar regarding posting of grades and incomplete. Please refer to it and make sure your chairs and faculty know and comply.

A companion is CTRE online evaluation open until May 12.

4. UG/G Catalogs Update [John]: The Provost had to report to the President which units had not responded by submitting catalog changes to Dr. John. Please follow instructions given. Put information on separate sheet as directed because of formatting issues with cut and pasting. The catalog will go on line as submitted. The delay has the potential of impacting student decisions. Discussion on a need for providing some print catalogs because of need for distribution at events, for individuals not computer literate, etc. A recommendation: The Office of the Provost will provide a limited number for campus usage. A collaboration should be made between the Office of Admissions and Duplication, those two units both report to Enrollment Management, regarding printing for students and recruitment purposes. Once the catalog is on-line that unit needs to determine if they will print hard copies. John: need to introduce to students the lexicon
about the catalog and its usage. A recommendation: the catalog in PDF format should be made available to students on flash drives or as a CD.

NEW BUSINESS

5. **International English Language Testing System [Hope]:** We are not ready for online receipt of tests. The English and other departments could not provide a minimum score. The one provided by the CSU Office of Admissions is 7.0, which is higher, and listed on our website. CSU has a minimum of 6.0 on the IELTS website. This is for all because there is no listing for graduates at CSU. Most universities use 6.0. We need to be consistent. Because this is an academic standard, Beverly stated this should be considered by the Academic Standards Committee as well as the Graduate Council. GC will meet May 15 and this will be on the agenda. Hope should be prepared to share the scores at the other public institutions in Illinois. The Provost will discuss this with VP Henderson about the cut-off is listed differently and exceeds what is listed and is higher. Beverly will see that the summer Faculty Senate committee will review this for Academic Standards for the UG. He will let the Provost know who is on the committee for receipt of a packet. The IELTS is less expensive and more accessible than TOEFL. The 6.0 is the equivalent of a 66 on TOEFL.

6. **Graduate Programs [John]:** There is a need for all graduate programs to consider and/or address some serious issues regarding grades and policies. The issue initially centered on a student with two F’s, but who still had an overall GPA of over 3.45. The failing grades were in courses not in the program, so the request to the Graduate Council was that these grades should not be counted against the student. This raised an issue on what counts, why allow students to take courses outside the major once accepted, there is no maximum courses allowed outside the curriculum, the implication for financial aid, why allow a student to continue taking courses for a degree after the criteria has been met, what about shelf-life of courses? This speaks to a failure of the system – timeline for completion, monitoring degree progress, automatic graduation (why apply when reach completion). Concern about protection the integrity and quality of the degrees we offer and ensure this type of incidence does not occur in the future. This appears to be a failure to have a policy regarding external courses and an advising error. Another issue is a program allowing 9 undergraduate hours (3000 level) as part of the graduate program completion. This appears to have been a fault in editing and changing from 300/300G and four-digit numbering system but it is more. It has implications for rigor of the program and decisions to waive policies.

The Council (May 15) will consider: there should be a policy on what constitutes failing or acceptable grades, maximum classes outside a declared major, shelf-life and other issues from the discussion.

**Other Matters – Announcements**

1. **Compliance** – auditors are here, the entrance conference was this past Monday. The calendar for the review has been adjusted for completion before HLC site visit. This means we must respond immediately when we are asked. As of today, some individuals are not in
compliance with the inventory – Anthony Lane, Art Redman, Carol Carson Warner, Emmett Bradbury, Fatimah Asadi, Ivy Dunn, Jazmina Cook, Juanita Sharpe, Mark Erhart, Mel Sabella, Pat Steinhaus, Rosemary Buteau, Nancy Grim.

2. **Purchasing Deadlines and CSU Buy** – things are in the system such as: vendors have not been approved, items exceeding the threshold that need to be sent for a bid, failure to meet timelines – purchase, travel, etc. – that need to be adhered to. These lines were not set by Academic Affairs and if we do not meet them our funds can and will be used by other units. Pleased that we have had only a few unauthorized purchases, which will not be approved. This creates an audit finding.

3. The **FACT Book** is on line. Look for a link on the CSU front page, lower half or to IR website.

4. **DACs**: These are past due, there will be an extension to May 1. Please encourage your units to submit by May 1. If they are not here by that date, then the assumption is made that the current DAC is their submission for the 2010-2015 contract. For departments not submitting revised DACs, the current DAC will be reviewed as per the new contract language.

5. **Commencement and Honors**: There will be a designation for honors in graduate programs including Pharmacy. The deans received material to review from Ms. Gail Cannon for corrections. Grades will not be posted prior to the commencement, so make certain all is correct. We will see the program once more before it goes to press after tomorrow’s commencement meeting at 11 a.m. in ADM 301. For those not responding, the assumption is all in the program is correct. Beverly will go to Faculty Senate for providing the name(s) of the individual(s) to participate on the Commencement Committee. There will be a voice announcement regarding the implication of the hoods for the pharmacy program as well as other directional messages as needed.

6. **Council Matters**
   a. **Pharmacy** -- Invite COP hooding, JCC Wed, 1 p.m. and a few tickets that evening are left for the banquet. Student Capstone Symposium Poster session was last Friday, some will have publications submitted.
   b. **Sponsored Program** – report on indirect recovery costs between 2007 and 2011. It was noted that the big, multi-year grants were reported in one year for the total and not the actual amount spread over the appropriate year. As years progress, we are receiving few award dollars. It was pointed out that the faculty who have received the higher funded grants are retiring or have retired and others are not stepping up to continue seeking and/or receiving this level of funding. Beginning 2007 through 2012, many grants do not have indirect costs associated with the awards, which is the life-blood of the institution. We are recovering only about 2.7 to 7 percent in indirect costs because our grants have no indirect cost recovery funds or there are limits associated with the grants. The Provost noted some mismanagement, such as paying benefits to employees when that is not included in the original grants, which had to be recovered from indirect funds.
   c. **Library** – summer hours – flyer distributed (and posted) with the new hours.
d. COE – 12 – 2, May 15, ED 201, Retirements and ‘Hats off Roast’ for retirement; Student Teacher Induction noon Library, Monday May 14

e. Senate – we attack symptoms and not address the root cause for many issues. We need to ask why, and look at symptoms. Also need to look at more interdisciplinary approaches.

f. CHS – issue regarding student complaint. VP Henderson should invite the Registrar to Provost Council. CHS Induction Ceremony, 6 – 9 p.m. Tuesday, May 15 at JCC

**Commencement** – Thursday, May 17. Platform there by 10:30 a.m.