Minutes of Provost’s Council Meeting, dated October 17, 2012

Present:
Joseph Balagon, Phillip Beverly, Derrick Collins, Carmita Colman, Philip Cronce, Richard Darga, Sylvia Gist, Yvonne Harris, Angela M. Henderson, Tiffany Hope, Debrah Jefferson, Beverly John, David Kanis, Nelly Maynard, T. Bernard Rowan, Karen Schiferl, Sandra Westbrooks (Chairperson) and Constance Wright

Meeting Topics: Freshman Academic Warnings, Program Review updates, PME and faculty load adjustments

Call to Order- The meeting was called to order at 1:05 by S. Westbrooks

BUSINESS

1. Approval of Minutes
   a. B. Rowan offered a motion to approve the October 17, 2012 minutes. The motion was seconded and the document was approved.

2. Enrollment, Retention, and Graduation Updates
   a. A. Henderson distributed the freshman academic warning summary to the Council.
   b. Henderson explained that students who fully withdraw from all classes prior to the sixty percent (60%) point of the term will have to return all title IV funds. Council requested that Henderson distribute the return of title IV and withdrawal information to Tennell Edinburg for distribution to the University advising community.
   c. Henderson stated that the enrollment management team met with the Faculty Senate Academic Affairs sub-committee. She distributed documents to the Council prepared for that meeting. Also, Henderson will communicate with the academic departments to determine programmatic enrollment capacities.
   d. Henderson explained that additional faculty members were needed for the institution’s Enrollment, Retention and Graduation committee.

3. Technology Updates
   a. None

4. Program Reviews
   a. Various programs are going through the program review process. Heath Information Administration will be reviewed next week. The three College of Business programs are scheduled for re-review in November.
   b. S. Westbrooks explained the program re-review process. Programs that are up for re-review were previously reviewed by the committee and given specific concerns to address. During the re-review process, the department should address all concerns and submit all additional information that was not available during the original review. The committee’s decision after the re-review is forwarded to IBHE.
   c. Programs that are suspended cannot accept any new students until all programmatic conditions are met, approved and submitted to IBHE. If a program is suspended and
three years pass without addressing committee concerns, the program will be eliminated by IBHE.

5. **Library Hours of Operation: Intersession**
   a. R. Darga distributed the adjusted Intersession library hours to the Council.

6. **DAC Updates**
   a. DAC’s have been submitted by every department but one. Letters of acceptance are generated from the President with feedback.

7. **PME**
   a. B. Rowan distributed the PME facilitators form.
   b. S. Westbrooks informed the Council that release time granted to faculty for PME assessment duties must be consistent across all colleges. Westbrooks requested that all Deans communicate with their assessment coordinators to obtain recommendations about equivalencies of CUEs to assessment workloads.
   c. P. Beverly suggested that rudimentary budget planning training be given to faculty and staff members who are assessment coordinators.

8. **Commencement Countdown**
   a. C. Wright reported that students have submitted three hundred and eight (308) undergraduate and sixty-five (65) graduate graduation applications to the Office of Evaluations. Also, University staff, specifically Tennell Edinburg and Sabrina Land (marketing), will publicize the November 1, 2012 graduation application deadline to advisors and the general CSU population.

9. **Other Matters**
   a. P. Cronce: CSU student will appear in movie. CSU will host a screening of the movie.
   b. R. Darga: Library Security has been tightened. All library guests must have a student or picture identification.
   c. C. Coleman: October is American Pharmacist Month
   d. J. Balagon: Departments within the college are having problems with web time entry. Staff members are completing their reports; however, supervisors cannot see the inputted data.
   e. B. John: Catalog edits are systematically being completed. Note: The document pagination must be rewritten for the entire document every time edits are completed.
   f. S. Westbrooks: Direct reports, please submit web time entry information on time.
   g. P. Beverly: Can the implementation of Ad Astra be piloted to measure effectiveness before it the entire University transitions to the program? Can transfer students who only complete upper division classes be tracked for success?

10. **Adjournment**
    a. The meeting adjourned at 3:00 pm.