CHICAGO STATE UNIVERSITY  
Provost's Council Minutes  
January 9, 2013


1. Approval of 12/12/12 Minutes*
The minutes of the 12/12/12 Provost’s Council were approved (Darga and McKinney – moved and seconded) motion passed.

OLD/RECURRING BUSINESS
2. Technology Update [Shinde]: no report

3. *Enrollment, Retention and Graduation [Henderson]: Thursday is a late day – 7 p.m. -- in CRSU, and on Sat. Will call fall students not yet enrolled throughout the late registration. Many students did not know the classes start Jan.14. Trying to get enrollment to 626, which was last year’s headcount. Registrar, cashier and financial aid offices in Cook will remain open. ITD services will be in Cook for student IDs. Will work to see that advisors can be in the area with ERG. Bookstore will be open Sat., and late each evening. UPass – if students registered before Dec. 15, they do not have to retake ID pictures. Those afterward must do so because they were not on the list as returning students that the University submitted to CTA. ERG distributed information on holds and calendars.

NEW BUSINESS
4. Academic Calendar [Jefferson]: Two issues – fall 2013 schedule and long-range calendar. We need to look at changes as requested by the Registrar. There will be a meeting at 2 p.m. on Friday, January 18, ADM 132, and all are invited. After discussion, the fall 2013 schedule will remain as indicated in the 2012 – 2017 academic calendar. The committee will also review intersession and special session.

5. *Panic Alarms (Recommendations for Installation) [Westbrooks]: The chief needs information about installation of panic buttons. A form was distributed for location, contact person. Please send your recommendations to the Provost who will submit it to the Chief of Police. There are some offices with buttons; these will be tested before more are installed. In future, other locations will be added, so the Council members need to consider offices, classrooms and other locations to be considered. Add priority and a justification to the form. Many offices have intercom systems on their phones, which should be activated or used.

Chief R. Watson and Capt. J. Maddox were present to answer questions about the system. We need panic buttons that are ‘hot’ spots for immediate installation. CSU purchases, IT installs software, and the CSU carpenters install the buttons. Campus Police can visit colleges and departments about safety and give presentations on procedures, lock-down, shelter in place, and other issues. We have some security issues because of 40-year-old hardware. CSU needs to replace doors and locks and will move toward phasing in electronic entrance and alert/alarm systems.

6. Class Cancellations – Recap and how Cancellations are communicated [Jefferson and Westbrooks]: Each term we go through this action and there is a process to systematically contact students. Email is not the best method, but only one for notification of class changes. Faculty need to be notified. Chairs notify faculty and students, but there are bigger issues regarding financial aid, full-time
status, athletics and international students, who need to be full-time. The Registrar will notify students, but this is a trial using emails. Want to continue with what we have done in the past, to get a list from the Registrar with a phone number that the departments use to contact individual students. Signs should be posted in department and on the room door about changed classes.


8. *Distribution of Draft Master’s Thesis/Research/Capstone Matrix [Valenciano]:* A matrix was distributed with demographic information including length of time it took students to complete thesis. The matrix included program, thesis course, and frequency of offering, enrollment numbers, and length to completion.

9. **Positive Web Time Entry Reporting – Reminder [Jefferson]:** Deans should make sure that their faculty members are prepared to submit their time electronically. They should contact OHR about procedures and training. This goes into effect January 16 with January 31 the first report date. Dr. R. Mitchell provided information to the Council.

10. **Discussion – Advisor Availability (face-to-face, email, phone, etc.) [Westbrooks]:** Each dean received a copy of the advising list from the CSU web site. Full-time advisors are temporary administrators without vacation or benefits, and deans do not have the authority to give them vacation days. During the registration period this week, we need to know who is advising Thursday and next week until 7 p.m. and from 9 a.m. to 2 p.m. on Saturday. TA Advisors have flex schedules so that they can cover Saturday. Please provide the Provost with the names, locations and times for each advisor for Saturday and all others during the registration process. Faculty and chair advisors should engage in all other methods and forms for advising. When students show after 5 p.m., who will be available? ERG – registration support services on two Saturdays – January 12 and 19.

    Darga distributed a statement on the roll of Ms. Edingburg for advising duties and responsibility.

11. ***Academic Plans for Graduate Students – Discussion [Gist, Valenciano]:** Distributed a copy of a document for an academic plan developed by Academic Support that can contradict the official academic program/department plan. Why did a non-graduate unit do this and use an UG sheet? The requirement for graduate programs is different and the departments need to be kept informed when something like this is done. The response was that Academic Support will check, but the plan was driven by Financial Aid and Satisfactory Academic Progress (SAP). The example brought out the need for communication with relevant units.

12. **Other Matters – Announcements**
   a) Continuation of Dept. Chairperson Training – proposed dates – look for date after special session starts.
   b) Feb. 26 men’s basketball team will play EIU. All faculty are invited to a reception before the game from 5 – 7 p.m. in the President’s Suite.
   c) *Student Activities: Welcome Week Activities (Jan. 14 – 18) and Homecoming (Jan. 26). Will integrate ERG with welcome week on Monday
d) HLC Language on definition of online course – anything with over 75% of coursework offered online. Hybrid Courses need to be managed so that we do not reach that threshold. Need to monitor syllabi to

e) Homeland Security Symposium on campus along with grant submission to US Dept. of Education. Monday site visit for MPH.

f) Enrollment figures twice a day to deans. Currently 4,929 so anticipate 5,000 with goal of 6,200 which will be above fall (6100). Deans have received the list of those from fall not enrolled.

Adjournment
[Staff for Academic Affairs will remain to discuss unit recommendations for top 3 priorities.]

*Material[s] distributed

Adjourned – 3:35 p.m.