Present: Beverly, Phillip; Britt, Thomas; Carney, Paula (recorder); Coleman, Carmita; Collins, Derrick; Collins, Sheila; Darga, Rich; Dawson, Kay; Edwards, Kimberly; Gentry, Elmer; Green, Satasha; Halpin, Janet; Harris, Yvonne; Hawkins, Robin; Headen, Omar; Henderson, Angela (presiding); Hope, Tiffany; Johnson, David (guest); Kanis, David; List, Christine; Martin, Roosevelt; Maynard, Nelly; Mazza, Maria (guest); Mobley-Smith, Miriam; O’Neal, Alan (guest); Potluri, Devi; Rashid, Mikal; Roundtree, Leslie; Rowan, Bernie; Sabella, Mel; Schiferl, Karen; Smith-Murphy, Victoria; Snelling, Charlene; Steinhaus, Patricia; Sukowski, Michael; Toth, Gabrielle; Wright, Constance

The meeting commenced at 1:10PM.

Recent Council Minutes
Minutes of September 11, 2013 Provost’s Council –
Corrections: The concern about which types of college-related actions require approval beyond the college will be on the agenda for discussion at a future meeting.
Minutes of August 30, 2013 and September 4, 2013 – no corrections. All minutes were accepted with noted corrections.

Old Business
Legal Affairs: Conceal and Carry and Alcohol Policies – follow up to questions about policy drafts discussed at 9/11/13
Concealed carry policy: Policy as drafted indicated that law enforcement officials can carry concealed weapons. There is some language in the policy that all off duty law enforcement officers can carry concealed weapons. That is a federal law that is superseded by local law. Discussion ensued about requirements of various branches of law enforcement. What if someone has a weapon and is authorized to do so? They lock it in their vehicle or check it with campus police. Discussion continued about the notification requirement and the impact of the law on faculty and students in classroom settings. B. Rowan asked M. Mazza if she could check with sister institutions to see how this is handled. M. Mazza indicated that the concealed carry law is a new law and it is envisioned that other policies will emerge as a result of the law. D. Collins indicated there may be a need for a policy to notify faculty if students are law enforcement officers. Y. Harris indicated there may be situations where a student does not want to advertise his/her background so this should be handled carefully. B. Rowan suggested it would be good to have a protocol on how to handle classroom issues. K. Schiferl noted that all campus events, including CSU and non-CSU events where an off-duty officer may be a student or guest should be addressed. M. Mazza indicated that NIU developed a model policy and universities are looking at this regarding needed policies and procedures. A. Henderson added that notification would need to be documented from an audit perspective and that perhaps a subcommittee should be formed to address the issue from various perspectives. P. Beverly will ask criminal justice program to suggest a subcommittee member.
Alcohol policy: M. Mazza indicated that recent law is an amendment to the CSU law – when the event is a public event, not a CSU event, the law enumerates 7 factors to consider for alcohol to be permitted. Cannot use appropriated funds to fund the purchase of alcohol. Questions about application of the law were raised. M. Mazza indicated that this policy addresses CSU law.
Policies will be adopted that specify how to enact the law, including who can purchase and serve alcohol. She also indicated that the next steps include presentation to the Board for approval at the 9/20/13 board meeting and if approved, a number of policies and procedures will need to be developed in conjunction with the CSU policy committee.

Physical Plant: Electrical switchbox project
A subcommittee has been formed to address which option is most feasible; the subcommittee has not yet met. Bid documents are to be completed by 8/2014. D. Johnson recommended that 2015 was a more feasible timeframe for completion of the project. D. Johnson distributed a draft form to identify program impact including maximized cost impact if contractor does not fulfill contract in time. A revised form will be made available based on feedback. The information provided on the form will be used to develop a matrix to assess impact and plan for alternatives. A. O’Neil indicated that a building would need to be shut down a minimum of 2 weeks under ideal conditions but the Science Bldg would be without power for 5 weeks. D. Potluri noted that stable power is needed for animal labs to comply with federal requirements. R. Darga added that contractual obligations will need to be considered as part of the plan. Others noted that cost impact of summer programs, research and recalibration of equipment should be considered. B. Rowan asked if the project will be part of PME plan. D. Kanis asked how physical plant, including air conditioning, will be maintained for areas that remain open. A Henderson asked if any members objected to summer 2015 timeframe or if discussion was needed in departments. Next step is to discuss at operations and PEC about 2015 timeframe. D. Johnson will send revised form to B. Rowan who will distribute electronically to Deans as well as faculty senate, civil service and other service areas for collection. Discussion will continue at next 3rd Wednesday Provost’s Council meeting. A Henderson suggested the subcommittee meet after Provost’s Council meeting and invite other subcommittee members.

New Business/Updates
Enrollment Management: C. Sidney- The validation/ drop date for students who do not pay fees is 9/20/2013. There is a 5% decline in students this semester, mainly from graduate programs, and due to contract courses. This is being addressed to impact enrollment in these programs for next fall. Special session – IER report to look at trend data re: special session. Special session interest has grown (88 in 2011, 421 in 2012, and 440 in 2013). In 2013, capacity was 800 and average class size is 21 students. EM will look at a strategic approach to select courses to offer in the 12 week session. L. Roundtree asked if data on performance and drop rate for courses in the special session could be presented. A. Henderson added that a mini Fall Open House was held in September to increase admissions/enrollment in special session courses. There was discussion about having a larger open house in fall (Monday Oct. 14, 10 am – 4 pm (CPS is off) and Saturday Nov. 16) so there is time to plan. An additional open house will be planned for Spring date may/june. These events will focus on first time full time freshman students. Agreement on Oct. 14 date and discussion was tabled around a second date for school districts that are in session on Oct. 14. A. Henderson asked deans to send names to C. Sydney to plan activities. State counselors are meeting at CSU on 10/26 re: articulation.
Westside campus: C. Snelling indicated that three vacant, potential sites to house a 7100 square foot building should be identified by 10/7. First draft of feasibility study was completed earlier this summer, should be disseminated to stakeholders soon, and suggest that business and
health science programs be offered. Several courses may be offered in existing facilities during construction. The geographic boundaries of the area the campus will serve include Western Ave., Roosevelt Rd., North Ave., and Austin Ave. A. Henderson requested monthly update at this meeting from faculty representative and that a second faculty member from faculty senate join this meeting so there is always someone to report on status.

Contract Administration: R. Hawkins indicated that approximately 9 departmental ’13-’14 year longs are missing. She will notify departments so a replacement copy can be submitted. Also, ’14-’15 year longs are due in October 2013. approximately 9 or so departments 13-14 year longs. Discussion ensued about timing of the form (once vs. twice per year), form revision, impact on cust study, need for adjusted cue formula for 1 or 2 cue courses and how the formula is used for courses with small enrollment caps.

Registrar: V. Smith-Murphy reported that registration for Fall ’13 semester has ended and Spring ’14 registration will begin on November 19. An update on academic warning categories and dates was provided. Deans are asked to review the list of graduate-at-large students that will be sent shortly and send names of students to be dismissed or those who have completed over 30 hours of graduate courses to the Registrar. Discussion about graduate-at-large students and registration beyond 12 credit hours ensued. Students are only stopped from registration if there is an override needed for specific courses. Intersession was discussed – shorter period this year. B. Rowan asked if we should hold Intersession. Spring 2014 Bulletin needs to be proofed before the end of September.

Honors Program: No report.

Tutoring: O. Headen reported that it is best to make an appointment for tutoring. The newsletter identifies the areas for which tutoring is available. Students need to understand the purpose of tutoring assistance vs. completion of assignments.

Library: G. Toth asked that departments make recommendations for resources through their departmental liaisons.

College of Education: P. Steinhaus reported that the Early Childhood MSED program received NCATE recognition.

CTRE: M. Sukowski announced the Scholarly Communication/Open Access workshop will be held on 9/23 in the library.

College of Pharmacy: Career Fair and Interview days will be held on 9/30 and 10/1.

College of Arts & Sciences: D. Potluri reported that CSU has received a 4 year, $1.3M MBRS grant.

Graduate Council: P. Carney requested feedback from colleges and departments on preferences for review of theses/dissertations following student defense.

Provost: Chairs, Assistant/Associate Deans – please submit agenda items for the 3rd Wednesday Provost’s Council meetings. A CSU Speaker’s Bureau will be established to identify faculty expertise when requested by the community and the media. A systematic review of website needs will be addressed. Better signage is needed in some buildings. RAVE was discussed and that students should be required to enroll with CSU email address and have opportunity to add other information for emergency contact. Target date is for student enrollment in Spring 2014 semester.

Faculty Senate: P. Beverly noted that September is National Preparedness Month and that a Community Emergency Preparedness Conference will be held at CSU on 9/25-26. Lt. General Honore will be the keynote speaker. Also android smart phone safety was discussed.

The meeting adjourned at 3:15 PM.