Chicago State University
Provost Council Meeting
Wednesday, January 22, 2014 ADM 301


Meeting Called to Order by Provost Henderson at 1:10 p.m.

- **Electrical Switchgear update**
  - The June 1st date still stands as the date for beginning the Electrical Switchgear project. The documents for preparation of bidding, equipment purchases in process for lead time. The contingency plan is being developed for July 1st which will allow the completion of academic buildings during summer.
  - A request was made for a communication plan (website, email, etc) to keep CSU community informed of plans and changes that may occur.
  - A suggestion was made to start first week of summer session one (1) week earlier to minimize impact on classes.

- **Information Technology**
  - IT audit/ risk assessment- The administrative review is almost complete. The academic area will be reviewed next. Review of forms and storage location of forms will yield a plan for encryption needs due to audit finding potential.
  - Athletics, enrollment payment, finance, pharmacy turned in forms, CTRE, International students, sponsored program, faculty senate, CTRE affairs, and other college deans need to turn in information today.
  - The fiber reading project should be completed by February 22, 2014. Speed will increase to 1000mg. There are 3 ISPS, one is changing from AT&T to Winderton on February 22.
  - Technology budget request for Academic Affairs: CAPP for all, banner workflow implementation, faculty activity analysis automation, community application, document management, and budget requests should be reflected in department physical plans.

- **Enrollment Management**
  - Reports: Daily enrollment reports, by department, by major, persistence report, enrollment in good standing, retention.
  - 70 percent of students did not return one.
Needs of college, special project, international, and athletics were identified, deadlines for student action were discarded.

**CTRE**
- M. Sukowski shared handouts for the syllabus template. CTRE will host a workshop on Syllabus Repository on February 24, 2014.
- HLC requires the University to maintain a repository of syllabi. Moodle which has been recommended won’t work.
- Deans and faculty will discuss short term solution of storing syllabi on Moodle. Process policy will be developed. Course shell without syllabi will be indentified by CTRE.
- Other syllabi repository applications, detailing with accreditation, and other needs were discussed. Resume discussion in two weeks and make discussion to implement short term solution.
- Dr. Rowan - Accreditation, dean search committees for Art, Science, and Health met last week.
- Provost - Capital Improvement implemented, child care center, Robinson Center renovation, Date center, West side campus site (3sites identified), Trade lab, Virtual Hospital Renovation.
- Department of Education - Matters regarding extension sites. The university can continue to look at new sites as long as everything is in order.
- Since Westside sites submissions are in progress, it is a good to include other sites, the goal is to have two Westside sites approved by Fall and identify a future home of CSU “Westside Campuses”.
- Provost will ask Dr. Aleshia Terry to send Westside Campus reports to all on Provost Council.

**Athletics**
- February 20, 2014 - Faculty/Staff reception from 5-7 p.m. Game at 7.

**Reports**
- International Program has 27 new students
- Dean Mobley - Smith stated that COP is conducting applicant interviews for Fall 2015 Class.
- Dr. Darga - First pen Access meeting to comply with SB1900. Open Access publication, CTRE events for faculty development
- Dr. Headen - Honors college, students on pace with honors core council, plan to double Honors College enrollment, February 21 first honors college newsletter, second Thursday in February, first open house, 7 on probation, put in place an early warning system and peer mentoring program.
- Learning Assistance Center - uniforms will be provided for the tutors so they are identifiable.
- Dr. Roundtree - May 1st, First College-wide Research day. Douglas Hall renovation, some access doors are blocked.
- Dr. Kanis - Center for urban solutions formed to deal with social issues on southside.
- Dr. Young - reminders to get flu vaccine.
- Ms. Hawkins - Academic Affairs will meet with HR on February 28 to review the process for hiring adjuncts. Summer school requests are being received.

Meeting Adjourned at 4:00 p.m.

**Next Meeting:** Wednesday, January 29, 2014 at 1:00 p.m. in ADM 301.