

Chicago State University  
**Provost's Council Minutes**  
August 1, 2012

**Attendees:** *S. Westbrook [Presiding], J. Balogun, D. Collins, P. Cronce, R. Darga, S. Gist, Y. Harris, T. Hope, C. Wright, D. Jefferson [Recorder], B.M. John, Bernie Rowan, N. Maynard, D. Kanis, Phil Beverly and E. Gentry [for M. Mobley Smith].*

Guests: Jim Kowalski

The meeting convened at 1:10pm.

1. **Minutes.** – July 18, 2012, minutes approved

**OLD/RECURRING BUSINESS**

2. **Technology Updates:** Will ask if Dr. Moses to provide updates in the future.
3. **Enrollment, Retention & Graduation [Henderson]:**
  - a. Dr. Sarah Buck, Faculty Senate Academic Admissions and Affairs Committee Chair, sent a request to enrollment management for an update on enrollment, which VP Henderson responded as enrollment being up. The committee is asking for data, ACT scores and they will do an analysis on the data. Dr. Resche Hines will provide data.

**NEW BUSINESS**

4. Strategic Planning – [Westbrooks] – Dr. Rowan will assist in the process for academic affairs. As per the planning session at PEC, the deans will sign-off on the documents in their areas to indicate they have seen it.
  - a. Draft Report Template [Rowan] – provided a template for review to see if it captures the essence of concepts and needed data for completion of the process. This information is for completing an academic unit plan. The forms from the proposed strategic plan, SWOT analysis for the Baldrige self-assessment [continuous quality improvement], ERG goals, program assessment. Each year use these materials to create priorities from objectives on which the unit will focus. Some departments may need one form or priority for each program. Plans should indicate any need for the allocation of funds for budgeting as well as external or internal reallocation. Two documents were distributed: reporting template and annual academic unit planning. This is a direction IBHE, state legislature and the federal government all are asking for greater accountability. There are about 100 goals and the intent is to reduce KPI down to about 20 on which we can focus.

Each departments and potentially programs within the department needs to complete the plan. This should be determined by the programs and/or departments and colleges. The documents Rowan distributed were for Academic Affairs so they did not have to look at the longer document to create their plans. A determining factor is budgeting.

- b. Flow Chart and Timelines. There are other academic actions taking place in February. Initial planning meetings with chairs should be held by Oct. 1
- c. Facilitators for PME [planning, measurement and evaluation] and Assessment Coordinators – the question is, are the facilitators the same as the coordinators?  
This is not the same as academic assessment but is asking for data that chairs/directors currently provide. Departments need to determine who will be the best person to provide the information? It requires knowledge of reporting, information, time to develop report on effectiveness of plans. This is trying to encourage faculty engagement. Recommendations: (1) chairs are PME facilitator, (2) faculty member with department knowledge to work with chairs/directors to become the facilitator, which could require release time – separate from assessment coordinator. A flat rate comparable to the CUEs assigned to assessment coordinator is being considered as means to compensate faculty, but this will require the president's approval.

Hesitant to have chairs serve as facilitators. Some programs have staff members already assigned to perform program assessments and that is part of their jobs.

Plans will need at least three objectives, which should have faculty input. The priority selected should be where funding is prioritized. If there is a budget implication, it should be on the list.

- 5. IBHE Updates: New Programs and Approval Process [Westbrooks]
  - a. Program Duplication – IBHE programs new rule: looking at NePRs criteria (1) proposal but before approve will look at (2) success rate at university – number transferred, enrolled, graduation rates, UG programs, (3) UG completion rates per 100 FTEs. They will have this data from our iPEDs reports.
  - b. IBHE meets at CSU in August 7
  - c. New 4-year institutions in our area: Erikson Institute – MSW; Trinity College – BS Health Science; NEIU – B.A. Global Studies, MA Teaching in ECH.
- 6. Intersession Course Offerings – Update [John] – 15 proposals submitted, but FLL and English have information missing; 1 from CHS, 1 Pharm, 2 COE and rest from CAS. We need an assessment to determine if we need to continue this because of the advent of the 12-week terms each semester. Discuss with faculty and get back to the council.

CHS wants to continue offering their courses because it allows students to remain on track. Pharm also wants this to continue because it is part of their program.

7. Recommendation for commencement [Westbrooks]: Dr. Searcy prepared a list for consideration as speakers at upcoming ceremonies. Dr. Beverly will suggest additional faculty members for the committee. We need to know our speakers early. We can still suggest names via the provost or Yvette Warren
8. Summer Camps Update [Maynard]: Operations team had questions about the camp participants such as identification for campers. Some have complied with the request by having t-shirts and/or lanyards. There also were questions about drop off and pick-up procedures. All responsible camp organizers were notified, but the university should have a uniform procedure. There is another meeting scheduled and the Provost suggested identification of oversight and compliance for university as well as with camp provider.  
  
Perhaps, we should have a 900-hour employee hired to handle camps.
9. Subcommittees – Westside Campus [Westbrooks]: please give names of faculty to serve on the committee again in the fall. Dr. Beverly will assist.
10. NFO [Kowalski]: We are prepared for new hires between now and orientation, so he can reach out. He gave all deans an updated program with his card. There is a separate program for part-time on September 22 [Sonja Radcliffe].

### **Other Matters – Announcements**

1. Council Matters
  - a. Y. Harris: do not by pass the grants office and go to the provost. There is a logging process in grants that keeps documents from being lost. There are two approvals – accountant that says funds are available, and Harris that says it is an allowable expenditure/cost. If the action is not allowable, there are potential audit findings. Time and Effort reports – not all summary and T&E reports have been received. Tomorrow there will be temporary suspension on funds for those not submitting. Some PIs have failed to submit, and they have been notified for at least a year that this would happen.

When we hire students to work, including summer camps, do NOT use social security numbers. All staff / programs must use another tracking system. This will create an audit finding. At other schools a series of numbers are generated by the registrar's office. We will have this conversation. The granting agency must put student information into their reports and they cannot accept reports on social security number.

Balogun – new T&E report approval is confusing, if the dean is also fiscal officer the next higher person should be the approval. That is fine, she will send out information.

- b. N Maynard- most camps have ended, the last one on Friday.

- c. S Gist – will hold its fall summit Aug. 15; Pharmacy's is Aug 15 & 16, CHS on Aug. 17
- d. R Darga – still on summer hours
- e. D Kanis – asked about cancellations. She is not accepting any cancellations including suspensions. Put flyers up and contact students that the class will be cut during cut session. The contract states no cancellations until regular registration ends.
- f. B Rowan – will inform the PME committee that we will have to manage the campus convocation around the first week of classes.
- g. Westbrooks – at IBHE there is a push to read the Lumina Report on time to degree, which is to minimize time including majors taking a maximum of 30 credit hours and the maximum for a bachelor's degree at 120 credit hours. Licensure exams – new basic skills from 70 in reading to 77, math from 75 to 73; ACT score is being accepted in lieu of basic skills if you have 22 but if the writing component is not completed, the student must take the basic skills or retake the ACT. Illinois does not include the writing component in the Chicago schools.

New person in governmental affairs and that person will handle this information, such as pension reform.

- h. Jefferson – reminder of chair workshop on Aug. 9 in Douglas 3041, from 9 to 4. Program coordinators were invited. If you want others to attend, contact Jefferson immediately.
- i. Beverly – need to look at other institutions, such as Arizona State on retention. Faculty perceive planning as an administration function and doesn't particularly want to be involved, especially if it is not substantive. CSU has a problem with roll-out and communication. He questions the mandated reporter aspects for abuse and asked about using the DCFS online training. This is about notifying DCFS versus police. The Provost will contact Carla Davis, CSU Compliance, about rollout of the training and information. We already have mandated reporters – college of education, counselors, and social workers. Perhaps they can be trainers, but do they also need to be trained?

Meeting adjourned 2:10 p.m.