

Provost's Council

February 16, 2011

Present: *Sandra Westbrooks, Joseph Balogun, Miriam Mobley Smith, Tiffany Hope, Sylvia Gist, Cheryl Green, Debrah Jefferson, Rich Darga, Richard Milo, Jason Ferguson, Cecilia Bowie, Justin Akujieze, Derrick Collins, Yvonne Harris, Rachel Lindsey, Fernando Diaz, Ce Cole Dillon, and Cheri Sidney Guest: Irma Brooks Williams,.*

1. Minutes (Benny) – January 26, 2011 minutes approved as amended. [Jefferson and Dillon]

Correction: #3. Freshmen Block Scheduling. Insert so it reads “Block Scheduling: It was very difficult for CAS to accommodate late requests because ~~the difference in needed classes~~ of room availability and identifying faculty for the requested classes. The holding ~~sections closed to wait on~~ freshmen block courses which were set aside ~~when enrollment~~ resulted in some classes being held or cancelled for low enrollment.”

OLD BUSINESS

2. Technology updates (Dillon):
3. Freshman Update (Green):
4. Senior Status Update (Green):
5. Legislative and Black Caucus Scholarships (Brooks Williams): Remind students of these scholarships. The Black Caucus Scholarships go directly to the students. Applications go to Brooks Williams by May 1. A committee reviews them. The legislators award the General Assembly Scholarships but the university must pay the tuition from its discretionary funds. The BCS requires a 500-word essay. Please help them develop the award or direct them to the Learning Assistance Center. This is for \$1,000. The General Assembly Scholarship is full tuition and some fees. There is also a Latino Scholarship fund for \$1,000 with a 500-word essay.

NEW BUSINESS

6. Freshmen Block Scheduling: Issues/Concerns (Westbrooks): Were there problems in other colleges? Green: Block scheduling is an important initiative, so it requires changes in the approach to advising and scheduling freshman. Identifying the courses was 75 percent of the work. Historic to CSU was the cut session, identifying number of needed sections and factors affecting needed courses. CAS had the biggest problem because the largest number of students and covers general education courses. There was an impact on other previously scheduled. Some block sections were held closed while others filled or could accommodate more students but because these courses were not allowed for general

enrollment we ended with cancelled courses or low enrolled. We could not release block classes. The problem was holding these courses beyond the special early advance registration. However, we registered 60 percent of the freshmen, which was the record for any class and any time in the past.

We need to inform freshmen early so they get the needed courses. There is a university problem of getting holds released before the students could register. Cheryl's people contacted the students along with the departments. Currently, Green's staff is engaged in intensive sessions with Hooker (financial aid) and Long (bursar) to address the holds. Through the early warning system, we are dealing with freshmen holds now for the fall. The immunization hold will be addressed as the student is admitted along with the high school transcript. CPS has purchased a new electronic system so that we will now be able to access via electronic retrieval. Green is now reviewing the letter from admission to modify it to show easy to follow steps and a checklist.

Balogun said we extended the block-scheduling deadline twice. Instead of extending is start it earlier. Westbrook suggested a special block scheduling for the freshmen to begin as soon as the registrar can turn on the system.

When will we meet for planning the block sections for fall? If there are changes, these need to be conveyed to Course Scheduling for fall and spring. Deans need to have conversations so we have blocks identified so that CAS can plan on needed courses. We should not list classes we will cancel, change or hold for freshmen. CHS said their course patterns would remain the same. Cole Dillon said they are finished with reviewing the contract for Ad Astra and that we will soon start training. The program is a predictive program to show the number of courses and sections that need to be offered. The advisor will need to make sure that students are forced to register in a more systematic manner.

The discussion is rich, but need to face reality on the number of classrooms. In the fall, five classrooms will be out in Douglas so to accommodate the reduction. Ad Astra will help identify the rooms so chairs will assign faculty to classes from eight to 11, M to S. Evening may be five, six, seven, or 8 to 11 for a 3-credit course. We will consider Sunday.

BUS is looking at two hybrid courses meeting in the same physical space for their on-class course. LIB suggested more hybrids and on-line, but CAS and others did not recommend this for freshmen.

Diaz raised the question on whether the freshmen seminar is a required course. Some are a graduation requirement. The chair can waive the class, but this should be in writing.

7. Proposed Name Change for BOG – Update (Bowie): A survey was conducted and we will move forward with a change. There is nothing in IBHE or University policies to prevent us from making a name change. We will get the Faculty Senate’s Academic Standards Committee to review the change and any impact. Dr. Bowie will meet with the Provost about a succession plan.
8. Honorary Doctorate Nomination (Westbrooks): All nominations should be in the Provost’s Office. By IBHE guidelines, we needed to have 2000 degrees conferred between June 1, 2009 and June 30, 2010 to have a second nominee. The Provost will confirm. The forms went to Faculty Senate and UPI.
9. Game Room (Ferguson): After snow emergency, it was suggested that we keep the room open. The hours have been extended until 11 p.m. and Student Activities is tracking actual usage, which will begin after Ferguson confirms when students were notified. This is part of tracking the usage of CRSU in the hope of improving services.

Currently there are no vending machines in CRSU only drink. The Cyber Café usage is being reconsidered for food service. In the Library, the snack area was closed at 3 p.m., so the entire hours of operations need to be reviewed.

10. Adjournment: 2:30 p.m.

11. **ANNOUNCEMENTS:**

- a. Moves in Douglas Hall are proceeding. Displaced units have temporary or permanent space, which may be larger than the current space. Those to move into RUC is still pending. The project will take about 8 months, except those slated for moving into RUC, which may be a longer period. None of the academic units moving into RUC are impacted.
- b. Emeritus Status: the department must support not just the chair as well as the dean. There should be something in writing from the chair, dean and department. There should be a formal process in the unit/college before it comes to the provost. Suggested that the Contract Administrator send a letter out like all personnel actions with deadlines.
- c. Dr. Bowie announced that she is retiring March 1, 2011. She has been a vital part of the Provost’s Team and she will be missed. Dr. Bowie will be in touch with us because she has some specific requests.
- d. Food for the Soul – 5 to 7 p.m. Thursday, Feb 17, in the Rotunda. Community, open mic.

Tuesday, Feb 22 – historical speaker on the global presence of African people on the Diaspora, Library, 4th floor, 6 – 9 p.m.

Friday, Feb. 25 – Breakey Theatre, “The Ones” – music presentation 6 to 9 p.m.

- e. Reserve Book Policy – look for it. A lively discussion was held.
- f. Egypt – trip for the summer has been changed and/or postponed. Mario Beatty will do a seminar on Egypt on Thursday, February 24, 2 – 4 p.m. The background on the 2011 Egyptian Revolution.
- g. Graduate Counsel is asking each department to look at requiring GRE for admission. Some departments already have this as a requirement, such as Public Health with a 1000 requirement. The department representatives should discuss this with the deans for putting forward. Need to look at the competitive nature of programs, its terminal degree status before determining requirement. Discussion centered on requiring the GRE without a minimal score, but would allow the programs to look at challenges students (identify writing, math, critical) may have in the program or it could be another screening mechanism for programs with limited numbers of seats for admission. If require GRE, but it is not used for admission, need to watch that the reputation does not get out that we are the place for low scores. Has the council looked at Millers Analogy or other tests? Next meeting is Tuesday, March 2 (second Tuesday). We finalized the Graduate Faculty. A list needs to be sent from the Graduate School.
- h. Applications for UG are up and we are aggressively seeking
- i. IT had one material finding as part of the finance report and two immaterial findings, which relates to security of data and mobile devices. These will become material in two years if not addressed. This is the same for data security. The Auditor General's Office said that the CIO owns all data regardless of whose server it is housed on or unit using it. This is a huge change. CSU needs plans to look at back-up plans and many business processes and practices that need to be changed. How we do it (data security) is negotiable but not doing it is not negotiable. IR and IT are the same because we need a record of reporting, business standards for data.

Adjourned 3:30 p.m.

Submitted by: Debrah Jefferson