

Provost Council

August 4, 2010

Present: S. Westbrooks, D. Jefferson, R. Benny, R. Milo, C. Green, J. Henderson, V. Sorrell, M. Mobley Smith, C. Bowie, S. Gist, J. Akujieze, J. Balogun, D. Collins

Guests: D. Fisher, R. Lowe, A. Bell, F. Diaz.

1. July 28 minutes approved with corrections
2. Hanover Grants (Daniel Fisher): Grant writing/support company: Hanover Grants assists Higher Education institutions with grant writing and grant management. They can assist in developing lists of available foundation and federal grants appropriate to the needs of specific institutions. Further, they can assist in the management of grants that have been awarded by assisting with the preparation of required reports to granting agencies. The company is prepared to provide grant writing workshops to interested faculty. The cost for the service is \$45,000 per year, and the membership period is for three years. For an additional \$10,000, an institution can also purchase membership in the research arm of Hanover services, which will provide research into areas defined by the institution, such as enrollment and graduation patterns. Mr. Fisher will provide the Provost with a list of institutions in Illinois that use the services so that CSU may investigate whether or not the company can be of use to the CSU community. Mr. Fisher's email address is dfisher@hanoverresearch.com.
3. Senior and Certificate Updates (Lowe): 2005 cohort—There have been some glitches; when there are concerns, Deans are immediately called and emailed. Students all review CAPP, financial aid, go to career development center, and get other counsel.
4. Enrollment update (Bell): 158 freshmen registered, 330 less than last year. For transfer students, 218 have enrolled compared to 320 last year: staff are visiting homes and making evening calls to encourage students who have been accepted to register as well as continuing students. Staff are reaching out from various departments, and accreditation information is being disseminated by recruiters. HLC highlights will be published on website. Concern about accreditation is the primary concern cited for low enrollments. Dr. Watson has asked that each council member bring a student to school to apply, register, and enroll on Aug. 16. For future recruitment activities, a student recommended we use the CSU Bus with all necessary materials to carry our registration team to various neighborhoods and encourage people to apply and enroll on site. The time it takes CSU to notify students of their acceptance is too long. Jefferson commented that she is concerned that more than 3500 students have registered but have not yet paid. How is the Administrative and Finance Office addressing this issue? How students given information about payment plans and other payment information. Many students will pay when their financial aid awards have been posted, but we still need to look at students who may need to complete financial aid applications. Academic Affairs must request that Financial Affairs give us a plan for communication with students who have not paid. Bell suggested that we must also look at students with outstanding debts who are being prohibited from registering. We have the CSU debt relief program. Bell is communicating to students that we have some funds, can set up payment plans, but can't help if on default on federal loans. Lowe—usually if we can get students to come up with some payment, we can lift hold and get them on payment plan. Green points out that many 2009 students who have balances don't know that they don't have to pay the

whole amount, but could pay half and get a payment plan. Obefemi has been asked to develop plan to issue bills on a regular basis. He will issue bills on the fifteenth of each month. Jefferson-Lack of payment may affect whether or not some classes or sections of courses will be cancelled. Some areas need to look closely at the course caps and required number of sections.

5. Freshman Experience (Green): OAS and UAASC staff will do advising for any and all freshmen they contact. Staff are trying to get freshmen registered, over the phone, at home, and through Face Book. Block scheduling is really helping. OAS needs a master roster for summer advising so they can refer students to academic advisors who are on campus. Because so many telephone numbers are wrong, it's hard to reach students. OAS staff have used Face Book to track down students, which has been effective. Many students face obstacles and lack knowledge about how to resolve them. Rigsby recommended tying students to advisors in BANNER so that it is easier to track advising. There is concern about the two-week period in early August when few advisors are available. Deans and Chairs are supposed to be covering the gap. Deans will identify who is available and their contact information, times and dates available and that information will be prominently linked from the CSU home page. There will be email and telephone blast and TV monitors so all on campus can get advisor information. **Summer Bridge**—number of participants has doubled from last year which was possible because of cycle two of summer bridge. Also, for first time ever, students who were on academic probation were offered a summer session in effective study habits—48 regularly attending summer effective study workshops. Students who were admitted too late for Summer Bridge will have to go through the effective study program in September so they get some intervention. Milo announced that there are 18 new freshmen in Honors College. Honors College enrollment is up 25% over last year. Honors College students represent 14% of 158 freshmen registered this year. Bell—transfer students look at email more than freshmen, but work is being done to address this.
6. UC report: Deferred
7. Board of Governors Concerns (Bowie): There needs to be formalized way to talk about how BOG is an alternative route to graduation. Students who are not successful in other programs often transfer to BOG, as do other students who want a “fast track” to graduation. Health Sciences gives students a letter saying they are not succeeding in any Health Science degrees and suggesting to them that they go to the BOG program. Bowie asks what message is being sent—that BOG is an inferior program? Westbrook suggests that all students in trouble be sent not to a program but rather an individual, Romi Lowe, who is charged with helping them explore ways to graduate. It is important for Arts and Sciences Chairs to understand that accreditation of professional programs depends on high admission standards and there are limited seats.
8. IBHE Program Review—IBHE looking for numbers of new programs and number of programs eliminated. All state universities will be under more scrutiny in terms of program offerings and program eliminations.
9. CAPP training will be placed on line by next week. Catalogs should be available on line in two weeks.
10. Training sessions for new Chairs (Jefferson): Help needed for developing training workshops for Chairs. Workshops will tentatively be the week of Labor Day. There should be information about all software, such as Ad Astra, CAPP, progressive discipline, faculty evaluations, budget management, processes for fiscal officers, and information about on-line portfolios for faculty. Jefferson and Osika are discussing ways to make the latter possible. . Chairs also need training

in dealing with difficult human resources and asking for accountability from employees in a unit. Help in dealing with students may be useful. Information about BAIT also information needed.

11. College Grievance Process and Forms (Westbrooks): Chairs need help in guiding students to write effective grievances. Also regarding reinstatements for students dismissed for poor scholarship, there must be a process of approval, i.e. advisor to chair to Dean. A suggestion is that there be a common process university wide. All departments in a college should use the same form.
12. Welcome week (Benny): Events have been planned for the week, including an event that pits faculty and administrators against students in various activities.
13. We are now required to offer voter registration information to students with a disability. Portal could be useful for this.
14. The radio/tv simulcast script was discussed. Goal, Sell CSU.
15. Freshman seminar: names of faculty members teaching freshman blocks given to Westbrooks. Issue is that there are 10 instructors of freshman seminar in Green's area who need Ipads. Not clear who has Ipads and who still needs them and training.
16. IT is expanding the CSU ID for new people—need to go to higher numbers so no one shows up on reports with social security numbers.
17. Olive Harvey is going up for comprehensive HLC visit April 19 and 20. Asking for information about collaborative activities with them. Send any information to Westbrooks. Important to show involvement with Chicago State, like articulation agreements, etc., so Oliver Harvey can put it in their comment page. Deadline is next Friday.