

# Provost Council Minutes

August 25, 2010

Present: Sandra Westbrooks, Robin Benny, J. Henderson, Rich Darga, Tiffany Hope, Miriam Mobley Smith, Rachel Lindsey, Joe Balogun, Debrah Jefferson, Fernando Diaz, Cecilia Bowie, Cheryl Green, Richard Milo, Justin Akujieze, Derrick Collins, Romi Lowe. Andre Bell, Garth Lengel, Jason Ferguson, Yvonne Harris, President Watson

1. Minutes Approved
2. Senior Certificate Updates (Lowe): Nothing new to report. Jefferson will report how many classes have been requested specifically for the 2005 cohort.
3. Freshman Experience Updates (Green): Handout -- report on student updates. Data indicate that a 1% retention rate improvement is the norm. As of today, CSU' rate from fall 2009 to fall 2010 is 61%. Which represents a 6% increase (Lengel points out that the increase is actually 3%) for first-year students because Green inadvertently reported the 2007 not the 2008 data). Participation from all university constituents influenced the successful results. For University College: 279 students attended information sessions. 250 were advised and registered for f10 by Aug 20. The Academic Success Program processed 65 students over the summer, for the first time over the summer. Twenty-seven students completed the ESP program.  
**SUMMER BRIDGE:** 103% increase in attendance in Summer Bridge. Because of second cycle, 83 students have been able to pass their placements over the summer. Counseling department faculty are now teaching freshmen seminars. There are 10 sections of 1<sup>st</sup> freshman seminar and five for 2<sup>nd</sup> seminar. Green describes Pell Institute studies which indicate that our students exhibit most of the elements that make students most at risk for not completing their degrees.
4. Introductions: Jason Ferguson is the new Director of Student Activities and hails from the West Side of Chicago. Yvonne Harris is the new interim Associate VP for Sponsored Programs and hails from the South Side of Chicago.
5. Enrollment: 7188 enrolled as of August 24.
6. Admission Policies (2010) Bell: Wants the university to explore a more sophisticated way to review past work of students who are older and have past high school and college records that penalize those whose academic records are below par. We should look at what other universities do—they have divisions that take care of non-traditional students. In past, non-traditional students could get through graduation with Ds, and many students used the B. O. G. program to graduate with credentials that would be below those required in a traditional academic or professional program. The B. O. G. program will be reviewed, and a name change is planned. Dr. Westbrooks has asked for a report from Dr. Bowie on the name and curriculum changes. The newly developed enrollment committee should discuss admissions requirements for non-traditional students. Their recommendation will go to the Faculty Senate standing Academic Affairs Committee, which will forward recommendations to the Faculty Senate. Balogun commented that the professional programs cannot be flexible about qualifications. Dr. Westbrooks indicated that if students have been accepted without a 2.0 or don't meet other established criteria, someone must meet with that student to ensure that they don't continue without achieving the necessary credentials. No danger to HLC accreditation will be tolerated. In answer to Dr. Watson's question about whether or not any students have been enrolled who do

not meet our admissions criteria. Bell commented that one or two had been admitted with extenuating circumstances. Dr. Watson informed the group that there are no extenuating circumstances accepted. Dr. Watson will look at admission criteria with Legal to determine if there is any room for case -by- case decisions. HLC expects us to follow our published policy. Lindsey asks if we should review the admissions policy? The new Enrollment committee will review. Articulation agreements will help us refer some of these students to community colleges so that they can prove themselves. Dr. Westbrooks reminded everyone that all should only follow what is written policy, no interpretation is necessary.

7. Tutorial Resources: The Provost needs information about the names and availability of tutors from Deans by the end of day Friday, August 27. Information needs to be in the portal so all know where and when tutors are available. All are encouraged to hire good students as tutors. Dr. Watson informed everyone that we need to see how we can do better in managing tutors, centralize all tutors, and stretch dollars. Dr. Watson suggested that we need to develop a certificate of Tutor training to be held over a weekend a weekend to train tutors. Dr. Bowie will take charge of the development of this certificate program.
8. Student Learning Objective for Syllabi (SLO): All faculty should ensure that all students will use their CSU email accounts by making it a course requirement to send and answer an email using the csu.edu account. Not all faculty use the csu.edu mail, and only 37% of faculty use Moodle. Moodle allows us to capture copies of syllabi for all courses, which HLC wants to see. Darga will put together a list of faculty by discipline and college who are not currently on Moodle. Without use of Moodle, Signals (early warning software) won't work. ALL FACULTY must put their courses in the shells that have been created for them by Ce Cole Dillon. Dr. Watson expects all syllabi up on Moodle by end of day on Tuesday, August 31. Dr. Darga points out that if faculty must also use grade book and course management system regularly, they need training. It is agreed that it is a management right to insist that ALL faculty get on Moodle. Harris suggests that each department has a Moodle Master, who is a faculty member who knows how to use it.
9. Technology update: From now on only acceptable email for students, faculty, and staff is csu.edu. Lindsey suggests a campus-wide information campaign immediately to inform students, faculty and staff. Use of Moodle depends on use of CSU email, also. **Smart Classrooms** were not upgraded by IT over summer because no faculty members were available (except for those teaching summer school) to consult with respect to smart classrooms. Ce Cole Dillon will ask faculty input on improvements. Dr. Jefferson suggests that the current Distance Ed. committee take ownership of the smart classroom issues. Dillon will be provided with a list of folks who have been selected to serve on the committee.
10. Jefferson thanked deans for providing names and information about advisors. All contact information must be CSU email. The list will be placed on the Portal.
11. Baccalaureate one-year survey: Lengel handed out the current one-year out survey and asked the group for suggestions about questions that could be added by Friday morning. Moodle on-line tutorial (Darga): Faculty have course shells available. All must use them. Training available in CRTE and faculty development services in the Library.
12. Area 24 documents: Watson has agreed to host school area 24 on Sept 2<sup>nd</sup> from 11:30-2:30. All deans are asked to get highlights about their colleges to Lowe.
13. Student Laureate: all deans have been emailed a copy of information about the criteria for selecting CSU's representative for the Lincoln Student Laureate award. Recommendations

should be forwarded by September 13. Each college can put forth one candidate, but only one nomination from the university goes to the state capital.

14. Welcome week: This week is welcome week. There are seven days of events.