

# Provost Council

December 1, 2010

**Present:** Andre Bell, Robin Benny, Cheryl Green, Ce Cole Dillon, Rich Darga, Tiffany Hope, Pat George, Justin Akujieze, Jason Ferguson, Joseph Balogun, Sylvia Gist, Rachel Lindsey, Fernando Diaz, Miriam Mobley Smith, Yvonne Harris, Debrah Jefferson, Sandra Westbrooks, Cecilia Bowie, Derrick Collins and Dick Milo.

**Guests:** Yvette Warren,

Called to Order at 1:20 p.m.

## **OLD BUSINESS**

1. Minutes from November 17 (Benny): approved as presented
2. Technology Updates (Dillon):
3. Freshman Updates and Block Scheduling (Green): There are no problems, but there is a significant increase in the number of students registering. The extension period has been beneficial. Today, the regular campus begins registration. Up to 88% of the faculty are participating in the academic warning process. There is a 4.9% decrease overall on academic warning from eight to 12 week warning for all freshmen. Assume it is a result of closer monitoring and students ability to monitor own progress. Three new freshmen advisors started today all have had previous experiences with advising, university experiences and advanced degrees. One of the three has had experience with financial aide/advising to help with professional development and liaison with the Office of Financial Aide to reduce the runaround. This advisor will not package financial aid but will help in other capacities that impact student retention because of financial aid.

Effective spring term the planning for relocations in Douglas will take place. There are major changes in Douglas. All those on the second level not related to the College of Pharmacy will be replaced by College of Health Sciences/Nursing and Pharmacy. Some suggestions for relocation in the vacant areas by others or the displaced units will be accepted for consideration. Currently, the University is reviewing space requirements and relocations. All occupants will have a time to meet and will need to present their concerns and special needs.

4. Senior Status Updates, *the Sacred* 41 (21%) Cohort (Bell): Ms. Romi Lowe is transitioning out of the University as part of FMLA, and is retiring in February. The work she is doing with the seniors goes to Mary Butler.

## **NEW BUSINESS**

5. Commencement Update – Tuesday, December 21, 1 p.m. JCC -- (Warren): Open issues on *Kenta* cloth and shawls. Dr. Watson stated we will only use University sanctioned regalia and the *Kenta* cloth is not approved for usage. The colleges and discipline honor society chords or shawls will be allowed. The honorary *doctorate of humane letters* will be extended to Mr. Roger Salter and Mr. Hooker was asked to be the speaker, both have accepted. There will be a moment for silent reflection

to begin the program and at closing in lieu of a prayer or benediction. There will be a loudspeaker announcement announcing those moments.

The valedictorian and salutatorian subcommittee for the Commencement Committee has met. Those terms will not be used during the commencement because they are not used in higher education. It was decided by the subcommittee and approved by the committee and Dr. Watson that an outstanding undergraduate will do a welcome and a graduate student will do a closing comment. Four names for the undergraduate speaker were presented for consideration each was summa cum laude. The deans of the colleges will provide a letter of recommendation on the students by next week. Ms. Warren will send each dean the names. For the graduate students, more consideration is needed, which will be provided by Mr. Bob Warner in the graduate studies office. The graduate student names will also be sent to the deans.

Faculty regalia message was sent on Sunday. Debra Bell Griffith is the contact. Dates and times to pick-up for caps and gowns and tickets are Dec. 15 from 4 to 8 p.m., and Dec. 16 10 a.m. to 2 p.m. in CRSU. This information was emailed to all graduates, posters will be around campus and the full details are available on the Count Down website.

6. Concession Stands and College Oversight (Meeks): Some events have been sufficient from the activities at the JCC to generate scholarship funds, most have not. A problem with the concession stands is the upfront costs and labor (cashiers and student workers), which eats into the available funds for student scholarships. It was \$1,500 for student labor, but the revenue was slightly over \$2,300 for all four concession stands run during the Tavis Smiley show. It had 3,500 people but only \$800 was net for scholarship. Looking at the events only about \$8,500 revenue has been generated (without Maze concert, whose figures are not complete). Going forward, Meeks asked for students to volunteer and a plan for distributing scholarships. These funds can be directed to a non-appropriated scholarship account by college so they can see amount how much each unit has to distribute. When awarding student scholarships in amounts less than \$500, deans should use a DPV form, and for higher amounts use CSU Buy via an account credit. These are suggestion and all units use the same approach. This can be effective beginning January 1.

There is now a shift in perspective because we are asking students to volunteer to serve in the concession stands to increase the scholarship funds, which Dr. Lindsey says means the colleges, need to have a separate thought process. We will need more workers because we lose the stability of staffing. Dr. Gist and Mr. Collins said they need to take this back to their colleges. Both like the funds going into an account. Collins said we need a different price structure and there was to be a different mix of items at each of the stands. Meeks said we need to bring the numbers up at each venue but we still need to lower our cost so that the dollars available for scholarships increase. Mr. Ferguson said we should look at increasing our profit margin without our students bearing the burden. We were told the student workers were paid \$12.50 per hour, which is considerably higher than the minimum wage of \$8 per hour. The deans will review and bring a recommendation forward to Mr. Meeks

7. Freshman Block (Westbrooks): nothing new

8. Proposed Name Change for Board of Governors: Update (Bowie): 142 have responded to the Continuing Ed student survey. The two highest responses are for General and Professional Studies and Interdisciplinary Studies. There may be other recommendations beyond the name change.
9. Certification for Tutors (Bowie): They are looking at programs. AT NCAA, there are specific types of training and they require tutors to be certified. The director of the program as well as tutors must be certified. By fall term all tutoring will be centralized for monitoring processes, reporting to a central sign-in and sign-out process. This will help monitor resources and that this is facilitating our retention process. Dr. Bowie is working with Dr. Patterson in the Counseling Center. There are two models – train-the-trainer and having the organization come to CSU for mass training. Dr. Patterson is a licensed clinical psychologist and has a program for tutorial training.

Dr. Mitchell is doing something with training employees. Ms. Cole Dillon suggested conferring with Human Resources because of potential overlap.

Lindsey asked if we could do something electronically as we will be doing for work-study students.

10. Minimum Graduate Faculty Criteria / Thesis Update (Akujieze): He still receives information on criteria. He reminds deans for designated graduate faculty, which should appear on their yearlong forms.
11. Board of Trustee Report (Westbrooks): Academic Affairs is the first unit to submit its reports. The Provost is pleased you submitted BOT reports on time; however, there is still a problem with following instructions. Only the activities since the last report should have been included. The next board report will be due in January for the February BOT meeting – so activities from the last report only. Provost indicated there is a formatting problem. Do not bold, italic or other creative actions because it needs to be changed to meet board requests. The dean asked for a style sheet, a one-page format. Also, use APA format for citations of published works.

## **ANNOUNCEMENTS**

- A. NCAA Certification Steering Committee (Green and Milo): The University needs to have an academic support services report and a committee to evaluate these services: counseling, advising resources/services, tutoring, academic progress, at risk, special needs, facilities, degree selection. There are about 16 documents to review by the committee and about 13 different groups to be evaluated. Completion by spring. The provost's council is asked for recommendation for membership on the committee. There are specific types of individuals who need to be on the committee or who should not be on the committee.

Nominations should be those not on HLC, NCAA. Deans ask individuals from their units, we compile a list and provide the names to Dr. Watson. Green will send the duties to Ms. Burkett for distribution by Friday.

- B. Green: postponing part 2 of her training

- C. Cole Dillon: As result of an audit, passwords must be changed every 45 days. This is a state regulation. You should not have the new passwords in a visible area. Users may use the same password for everything. There will be a web page to help with network and email. Do not have to worry about CSU Xpress if use the portal is single sign-on. This applies to phones, networks, email, etc. It is a serious issue. This change was announced. The changes must be made before last day of class for students and by December 15 for faculty and staff. Using Microsoft Active Directory will allow us to move into a single password sign-on. Also, are testing Office Express for recognizable username sign-on. This is a productivity tool.
- D. Provost Office Holiday Party – set for December 15. Ms. Burkett will send out notices.
- E. Garth Lengel will be leaving; December 10 is his last day. See Cole Dillon if you need intermediate assistance. Send emails to both Garth and Dillon to ensure the message is reached until he leaves. Latrice Eggleston has been hired as a statisticians, she is in the office with Garth. We will retain all state reports. Cole Dillon get fall evaluations to faculty on time, and in the spring they will be available on line before the end of the term.

Adjourned at 3:10 p.m.

**Submitted by** *Debrah Jefferson*

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