

Provost Council Minutes
November 3, 2010

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

Called to Order: 1:10 p.m.

1. Minutes (Benny): October 28, 2010 – Approved as corrected.

Old Business

2. Technology Updates: (Dillon)
3. Freshmen Updates: Block Scheduling (Green): Dr. Green has copies of freshmen schedules as agreed but a few problems. A major problem – Dr. Halpin has a list of CAS courses but there is a major concern because the courses listed are the “killer courses” as identified by the journal article and all in the same term. The top five courses listed on the early alert were math, English, biology and these were the ones recommended by CAS for Block Scheduling. If these are the courses that CAS/Lindsey recommends then we accept but let all know that these courses are nationally recognized and demonstrated at CSU as courses that our freshmen have difficulty with. There are consequences to this such as delays in graduation, retention and poor performance. Ms. Hill stated that many of the chairs didn’t know the courses from the block schedules because these will not be printed. This was to have been shared by the deans, but some may have missed the communication. Some CAS chairs were concerned about non-print because sophomores and transfers also need some of these courses. Additional courses are a workload issue; the department needs to offer sections for the other students. The intent was to keep freshmen together. Others can be enrolled in addition to those. We already know the number of FFF to be enrolled so can we “hold” seats for them and allow others to register by releasing the “no print”? There was discussion of a special registration for the FFF to fill those seats, prior to releasing courses at the front end of registration. Priority is FFF so we need to advise freshmen and register beginning November 8, would need to change time ticketing and identify space in one location just for freshmen. Communication: email blast, on building monitors, announce in freshmen seminars, list of freshmen instructors. Advise on November 8 – 19. Ms. Davis will be asked by Ms. Hill to turn on code for freshmen beginning Monday. Dr. Green asked all deans to email instructor’s information--who will be advising freshmen in their colleges. On November 20, Ms. Daphne Townsend will release the No Print status on the block courses.

As per Dr. Watson’s request to make better usage of our space, Dr. Jefferson suggested that all TBA courses be assigned to times, which may be Friday, Saturday, Sunday, early mornings or later in the afternoon based upon current availability of rooms. The chairs should be notified of the change as well as the affected faculty. She suggested that this practice be used for TBD spaces currently. Ms. Hill will look at current TBD spaces and will email to deans and provost by the end of day tomorrow.

Green, Burning Issue...Thursday, January 14 there will be a new student orientation. Dr. Green's concern is the University College (UC) population. If we accept and enroll this population, they will not have attended a mandated bridge, so the question: if we allow this population, what is the academic intervention we will provide? Data from last year shows that about 60% who did not receive intervention are now on academic probation. There are three options (1) a 6-week bridge program with 2 classrooms for about 50 students; (2) Intersession Dec. 14 to Jan. 14 from 8 a.m. to 4 p.m. can use CRSU; Dr. Attele can tell us who could teach math, other deans – Lindsey and Gist will notify us by Wednesday. Jefferson and Green will calculate salary pro rata on Intersession rate of \$2,500 based on equivalency to three-credit course; (3)

4. Senior Status Update – The Sacred 2005 Cohort (Westbrooks): Is now down from 53 to 48 because of illness(one was shot) and drop outs. Dr. Balogun received kudos for a form showing the contacts and methods used to contact his students.

New Business

5. See #3
6. Academic Advising and Pin Numbers (Westbrooks): people advising freshmen will hold those pin numbers and input schedules for students all others will get pins
7. Name change (Bowie): poll leaning toward “general study”. Dr. Bowie will share final information.
8. Minimum Graduate Faculty (Akujieze): General consensus is that faculty should have a book chapter, book, article, grant or something produced within a five-year period in addition to the terminal degree. Concerns were expressed about what is defined as productivity and the time period of five years. The following occurred: Dr. Akujieze stated that if a faculty member is leading a graduate students' research the student should have finished within a six-year period if the student is part time. The completion of that work and its publication is a minimum of research productivity. If the student is full-time, then there should be a minimum of two years for a finished research outcome. Dr. Bowie says expertise and on-going research should be considered and the context and content outcome should be demonstrated depending upon the discipline. Dr. Westbrooks reminded all that the condition to be on graduate faculty is a demonstration of work so there is a contradiction if there is no on-going demonstration of productivity for 5 years. Dr. Harris said there is a difference if individual has a paid research assistant as a graduate student, then a minimum of productivity should be demonstrated within two years. The issue is what type of support and stage of seniority comes into play – on a grant, seeking tenure, etc. Dr. Gist read a statement about productivity and was concerned about what is meant, especially for the College of Education. Dr. Lindsey said it depends upon the graduate discipline because most do not have graduate assistants unless they are on grant support. Many grants are not for research support but scholarship support for students. The faculty have a full teaching load and must also conduct research which is a constraint because CSU does not have an infrastructure in place to support researchers across the college. A five-year period is sufficient because in the first couple of years the faculty is writing proposals and conducting data searches with a proposal in the fourth year and a paper or grant by fifth year. Basically, this is a progressive demonstration of activities. Dr. Balogun said there should be evidence of on-going peer reviewed publication, followed-up by a progressive demonstration of scholarship. Dr. Harris questions on-going and progressive versus on-going because there should be demonstration of new and different. Dr. Westbrooks asked who monitors to show that it is on-going, progressive, etc.? Is there a process for selection of graduate faculty? Will those faculty submit something to

their respective deans and/or to graduate dean? Will there be a formalized process with documentation versus only a list of names? Dr. Lindsey asked that for faculty designated as graduate faculty, there should be evidence of their progress in the materials submitted for annual tenured faculty review. College of Ed faculty have not reported to the dean on criteria for requiring a graduate thesis. No issue for Health Science and College of Arts and Science is still working on theirs.

8. New Policy on students with disabilities (Westbrooks): It is available on line. The policy has been vetted by legal affairs. Ms. Benny related an issue brought to a committee, which was not appropriately handled and resulted in a legal suit. The result was a need to update and modify a university-wide policy. This statement should also be in the unit's/college's grievance policy. Ms. Benny will insert this in the college's on-line policy.
9. Max: transfer hours from 4-year colleges (Benny) – This varies across institution. It is on the CSU Academic Standards's Committee chaired by Sara Buck. This normally is between 80 and 88 for four-year institutions.
10. Space Request for Expired Grant Projects and Activities (Harris/Westbrooks). A request had been sent to each college regarding space requested on various grants. Dr. Harris did not receive a copy from each college. Dr. Mobley-Smith sent a document yesterday but had a question because they have equipment but no space yet. Health Science has submitted their document. Arts and Sciences has to contact another unit about expired grant space and a need to remove their equipment. Education and Business will have discussions.
11. Study Areas: Students have requested study space prior to their 8 a.m. classes. The Library was asked to have first floor study space, but this is primarily for pharmacy students. The CRSU is open by 7 a.m. although food is not ready. Pharmacy asked for group study space; they have not been able to use space in that building and they have been asking police for access. There are a couple hundred students and the library is close but they want to use the second floor. Pharmacy will look to see if they can fund security and staff – 2 people for one hour. Can schedules be juggled before we consider compensation?
12. Announcements:
 - a. No external space heaters will be allowed. Legal affairs will draft a policy if an individual needs heaters. Employees who feel they need heaters should go to OHR and students to Abilities Office. Employees should be encouraged to dress more warmly, but the managers should work with people if accommodation should be needed. Also, facilities should be contacted if rooms need adjustments.
 - b. Advising Survey: deans, chairs, advisors were sent this electronically. Please note we ask all to complete and return. Developed by Osika, Benny and Jefferson. Data will be compiled and shared.
 - c. Insurance Policy draft: between now and November 30, students should be informed of the two options waive out or enroll. Write on the form any changes, such as international students cannot waive out
 - d. Use of Appropriated Funds for water. Policy which can create audit finding. We cannot use appropriated funds to purchase water. Certain units need purified water in labs or it is part of a program function. This will be stopped.
 - e. Need to get all outstanding requests for IAI by next meeting from Business and CAS.

- f. OIP will begin International Week November 15. More information will be forthcoming.
- g. Flyers for Welcome Home Event – for CSU Veterans
- h. Graduate Council will meet 12:30 in LIB 352 next
- i. Team of 3rd Year students will represent CSU at a national competition
- j. November 9 at 12:30 (reception at noon) of a panel for entrepreneurial tracks Deloitte and Reggio Pizza. 4th Floor Library.
- k. Congratulations and Thanks for those submitting bragging points for the legislative breakfast. Deans can use items from October on for BOT report.
- l. Contract negotiations still on-going but slow progress
- m. Dr. Green is looking for individuals to mentor freshmen. See her about details.
- n. Dr. Bowie stated CSU is one of the most veteran friendly campuses. Come out to a program.
- o. The Chinese National Library Archive team will visit the CSU library next week.
- p. Game room will open and play will be beginning next week for special activities. GSU will have inauguration on Nov 19 in Sun Room and Nov 20 will be Mr./Ms. CSU.
- r. Commencement Countdown information on-line

Adjourned: 3:15 p.m.

Submitted by

Dr. Debrah Jefferson
November 13, 2010