

Provost Council Minutes November 10, 2010

Present: *Sandra Westbrooks, Sylvia Gist, Cecilia Bowie, Debrah Jefferson, Janet Halpin for Rachel Lindsey, Joseph Balogun, Derrick Collins, Mike Ellison for Miriam Mobley Smith, Ce Cole Dillon, Rich Darga, Jason Ferguson, Yvonne Harris, Tiffany Hope, Justin Akujieze, Fernando Diaz.* Guest: Alison Guise-Johnson, director of the Aquaponics Lab – shared lettuce from the facility.

Called to Order: 1:15 p.m.

1. Minutes (Jefferson): November 3, 2010 – Approved as corrected. In item #3 on freshmen block schedules, change from Dr. Halpin to The CAS submitted a list.

Old Business

2. Technology Updates: (Dillon) – Moving ahead on Banner 8 and upgrading Oracle from 10G to 11G because it adds a new level of privacy, such as blocking social security numbers. The new spam filter is operational, so should see less spam. IT is using a new start-up company for less than a third of the cost than the old vendor. Will start meeting with users. There is a new module to help with NCAA. On target for integrating Exchange so that by the end of the calendar year all faculty will be on this email system instead of GMAIL. There will be informational sessions and training for this system.

Westbrooks gave Kudos to IT for not having an IT failure during registration. It is anticipated that there will be no problems.

Faculty and students are using cougar Connect. The uptake is tremendous and great feedback for groups to use the portal. Janet Oliver is the point person, for the system. IT is working on getting retirees into the new system, but for now, calls should go to the Help Desk.

3. Freshmen Updates: Block Scheduling (Westbrooks): The deans are on top of courses needed for completion.
4. Senior Status Update – The Sacred 2005 Cohort (Westbrooks): The deans are on top of courses needed for degree completion

New Business

5. Freshman Block Scheduling (Westbrooks): If colleges or units have problems or issues, please share. Ms. Hill will need to provide the advisors with the CRN numbers. There are some immunization holds, issues with completion of math level one or two, and those grades are not yet posted. Programs are working around these issues. The main point is to keep the students in three or four of the same courses to work as a cohort.
6. Administrative Leave Reports (Jefferson): Follow the guidelines and complete the report. Some reports have been late and others poorly written. Some do not indicate coverage of the topic for the leave. The question is whether the end product is representative of a semester or year's work. The deans should make sure that the activity is representative of the proposal and

time/money expended. This should be considered for potential sanctions or language change. Sabbatical and Ed/Adm leaves

7. Reporting Locked Classrooms (Westbrooks): several CAS faculty members had complained to Chief Watson about locked classrooms and the classes did not start on time in. There was a consistent problem in DH. The individuals, however, never called their chairs or dean about this issue. The buildings open at 7 a.m., but if the unit administration did not ask for locked rooms to be open at a certain time, they wait until someone is available. During the day, the process is to go to the department, where the lock down and keys reside. There should be a listing of locked down rooms, and when the rooms are to be used. There also should be consideration for security of equipment. Someone using these rooms should take ownership. From an IT perspective, we need security. In BHS this year, four projectors were stolen because faculty failed to lock the doors upon leaving the room. This means conversations need to be held for missing, broken, stolen, and abused equipment as well as a system for access. Perhaps a notice should be on the door for access. If it is before 8 am or after 5 pm, or on the weekend, the department needs to make arrangements unlocking the door open in time for the class and securing doors after the class ends.
8. Proposed Name Change for BOG (Bowie): Bowie provided information about the name change. Only 35 responded as of yesterday, but they will give it out at the Commencement Countdown and the BOG Orientation. The top two are “general studies” and “interdisciplinary studies.” The question is how long to keep it going, how to distribute and if there is a need only for BOG, can us the portal on-line. Halpin said the interdisciplinary studies option is too close to liberal studies. Bowie reported how this was the same problem that NEIU encountered but they chose that title. Balogun asked about whether the curriculum really is interdisciplinary in content unless BOG changes its current focus and rigor representative of the diverse disciplines and a relationship to other programs. CSU does not have a true non-traditional program, but diverse students seeking degree completion. Some graduate programs are pushing for interdisciplinary such as biophysics, mathematical biology. What would the impact be? Graduate Studies is writing a NePR for a master of science in physics teaching and one for biology.
9. Minimum Graduate Faculty Criteria (Publication Timeframe -- Akujieze): There was a serious discussion at the Graduate Council meeting. The COE submitted its criteria approved by its college (ALL DEPARTMENTS) for graduate faculty. Akujieze is anticipating receiving policies from CHS, Pharmacy, and CAS. CHS has two departments submitting and another is pending. One department went to the UPI because it said this affected the workload of the faculty. By the end of the week, CHS will send those received. Balogun said this is not a union issue because the administration sets criteria for hiring and appointments. One question Akujieze said was defining clinical and research faculty, which has an obvious explanation. The second issue is on thesis. COE is ready to move onto criteria for teaching thesis and dissertation. Part of the issue affecting faculty with research labs is ownership and recognition of work, some of which may be stated as proprietary by funding agencies. Harris said this was not an issue unless there is a written agreement with a corporate partner. The primary concern appeared to be digitally sharing and ability to secure work while in development stage. There is also an issue of the cost of doing this with the current ProQuest contract. There is no current oversight for the process, so that if permanent dollars are transferred to the external service we know what is happening. One faculty member said an accrediting body called for the change of a title because it included “introduction” in the name. Another issue is the cross-listed or dual listed courses because the graduate program is in jeopardy of its integrity and there are others than seniors enrolled in 4000 level courses. The next meeting is December 14.

10. Late Travel Authorization (Westbrooks): she will not sign anything late or back dated. This is an automatic audit finding. This is not about funding. The authorization is about liability. Without prior approval, the university cannot be held liable. If it is international, it must be 30 days before the trip.
11. Summer School (Jefferson): A list of programs who have submitted their schedules, roster and plans was distributed. Deans were asked to make sure units submitted items listed a missing. The Summer School Committee assumes the programs will not offer summer courses if the schedules are missing.
12. Visiting Lecturers and Approval Process (Westbrooks): Our faculty and staff are submitting travel authorizations to serve as visiting instructors. There are issues about a failure to provide documentation on how classes will be covered while they are away from campus handling an activity, which may or may not be relevant to the performance of their primary duties, research or service. There are potential conflicts of interest as per the ethics training. Deans should make sure the faculty understand. Jefferson will send a statement to deans and chairs about how classes are covered, compensation – honorariums, activity, approved class coverage form, description of work to be performed, if travel authorization is needed, ethics office approval if in doubt. An auditable issue is that we are on CSU's payroll and to receive compensation elsewhere raises questions. This is to keep everyone covered and to err on the side of conservatism. This is a bigger issue – perhaps we need to have training with the ethics officer, internal auditor and human resources.
13. Study Area (Darga) is working on opening second floor for study and the security officers will work on a rotation roster.
12. Announcements:
 - a. BOT report – need only one or two paragraphs to cover items since November. The title of an article or grant will suffice.
 - b. COB Newsheet “Out to Launch” developed by a COB marketing major. This was a student project with some staff guidance.
 - c. Nov. 18 Thanksgiving meal. Flyers out today, call Student Activities for volunteers from 5 to 7 p.m. for what to do. Game night in Student Union and Nov. 19 GSA inauguration and Nov 21 Mr and Mrs CSU crowning; Thanksgiving Throw Down
 - d. Latino Resource Center – known attorney will give presentation on Tuesday at 12:30 in SUB A/B. In conjunction with COB, there is another presentation.
 - e. International Week starts Monday. Flyer distributed with activities, which begin at noon in CRSU Rotunda. [Notation: Chief Watson needs to know names of vendors so they will not be hassled.] French Club is doing a special meeting on fashion on Monday.
 - f. COE report in the Tribune about rating teacher Ed programs. ISU and Lewis failed and NIU rated poorly. ISU and NIU produce the most teachers in the state. CSU was in the second top grouping at “fair”. We rated better than the other publics of our category.

- g. Next week is Geography Week with GIS events Wednesday, in the Sun Room – using GIS in spying; and Thursday -- project from Friends of Chicago River, Natural Corridors by Halpin.
- h. Research Writing Workshop at 9 – 2 p.m., Sat in the Library for graduate students.
- i. Derrick Collins was a panelist at a LERN conference for continuing education. CENTS is conducting a special program for Vets.
- j. COP information session is on Saturday; next Tuesday they are interviewing students for summer internships who applied at the fair on campus last week. They had 11 corporate vendors.
- k. This is OT week.
- l. Limit on summer to six cues – including internships and practicum so chairs and deans need to monitor the loads that are proposed.
- m. There are General Assembly Scholarships and our students generally do not apply. There are no restrictions or classification. Every student in Honors College should apply. Last year we gave out one. It is on the website. Keep in mind these are awarded by the legislators but funded by the universities, generally through their discretionary tuition waivers. The programs, such as pharmacy “eat” the lost tuition revenue.

We need to display our scholarship recipients on our website. We also need to put these events on the CSU calendar – See Yvette Warren.

- n. COB hosted a student driven forum with an executive from Deloitte and Clark from Reggio Pizza. Mr. Clark gave the president a check to fund some of his initiatives.
- o. The Annual IBHE Student Forum will meet on campus Dec. 4 and 5
- p. A representative will be on Nov. 18 and 19 to meet with Harris about developing two smart classrooms on campus. If awarded, then training and sharing on usage of technology will be provided.

Major Grant Issues -- Harris

Harris said we still have problems with people submitting grant requests without the PAF or signatures from their administrative head. In addition, deans need to make sure the numbers match when there are partnerships and shared costs in the budget. The supporting documentation must match. We need to examine the expectations and what the grant award obligates the university to provide. The PAF obligates the university to a process, so think hard about this document before signing it.

There is a rampant lack of proper reporting by the PIs to the federal government on grants. The Office of Management and Budgets (OMB) has tightened the process. One of our grants is in jeopardy of being terminated by NSF because OMB is taking a hard line on failure to submit reports. Another is having further spending stopped for the same reason – failure to report. Because this is not the first time, OMB appears to be unwilling to make an allowance. Under their guidelines, for the 1st offense, there is

a warning; for the 2nd one, they will suspend further funding for the rest of the year; and a 3rd failure results in termination of the grant. If a grant is terminated, the University must return all funds not expended. Harris sent a request to PIs over three weeks ago to get all of the reporting dates and only half of the individuals have responded. OMB said that when you get a grant, the PIs get two letters stating when reports are due with a timeline window for reporting. On that deadline when the reporting period closes, the computer system closes and you cannot submit a report. They do not take excuses. OMB sends the letters directly to the PI as well as to the institution. We are trying to appeal their decision before the end of the day. If we cannot get an extension or grace period, then the University must return about \$435,000 to NSF and the grant terminates now, and we cannot renew this grant for its 3rd year. All staff and faculty on this grant will have their funds terminated immediately.

Sponsored programs have changed its current system so that the Office will receive all information before it will activate a grant. This way they can keep in contact with the PIs about pending reporting dates. Discussion also covered whether or not the PIs should be held accountable and whether or not potential sanctions could be imposed for failing to meet their obligations. One such result will be sponsored program no longer approving future applications from those individuals. Harris will continue working to correct this current problem.

Adjourned: 3:15 p.m.

Submitted by *Dr. Deborah Jefferson* November 11, 2010