

**Provost Council**  
**October 27, 2010**

**Present:** J. Balogun, D. Collins, C. Dillon, R. Lindsey, J. Akujieze, P. George, T. Hope, S. Gist, R. Darga, C. Bowie, Y. Harris, F. Diaz, J. Ferguson, C. Green, M. Mobley Smith, A. Bell, R. Milo.

1. Minutes from October 20 Provost Council approved

**Old Business**

2. Technology Updates (Dillon): Microsoft Exchange will be made available in November. The transition to Banner 8 will not take place until late December or early January depending on availability of electrical power on campus. Dillon met with faculty regarding the use of I pads in the classrooms. Their experiences have been fair and improvement is anticipated.
3. Freshman Updates (Green): New hires to do Freshman Advising are being interviewed. Training of new advisors will begin in November. Experienced advisors will be assigned to serve as mentors to the new advisors. Block scheduling is on track; block schedule requirements have been forwarded to Green from all the deans. Block schedules should be ready for next week in time for early registration. Each college will have a single person appointed to advise first-time freshmen (also transfer freshmen). No freshmen will get their PIN numbers.
4. Senior Status Updates Sacred 53 (Westbrooks): If all 53 students left of the 2005 cohort graduate in December or May, CSU's graduation rate would be 22%. For every student from this cohort who does not graduate by December or May, the projected graduation rate goes down one percentage point.

**New Business**

5. Course Scheduling (Westbrooks): A department chairperson wrote a letter to Dr. Watson requesting permission to schedule a class during the 12:30-2:00 TTR. No classes are to be scheduled between 12:30 and 2:00 on Tuesdays and Thursdays.
6. Accomplishments (one paragraph—200 words or less (Westbrooks): Erma Brooks-Williams told Dr. Westbrooks that President Watson requires lists of accomplishments (200 words or less) so that he has information that can be shared in meetings with legislators regarding what is happening in each unit.
7. Academic Advising and PIN numbers (Westbrooks): A question was raised regarding whether or not students should have access to their PIN numbers. The underlying question is whether or not after being advised students regularly use their PINs to change their schedules and, thus, lengthen their time to graduation. A suggestion was advanced that students who abuse their PINs by enrolling in courses against the advice of their advisors should not be given a PIN number. An important issue is to what degree the University requires independence from the students and to what degree do we strongly guide students' decisions or simply tell them what to do? A suggestion was made that freshmen and sophomores only have pins withheld. The Advisors and the Faculty Senate will be asked to make their suggestions about what to do to improve advising and students' paths to graduation. Westbrooks indicted that college advising coordinators get

together to determine who from within their ranks should be the university Advising Coordinator Collins recommends that a clear objective for advising be articulated. Is it to get students graduated as quickly as possible? Is it to provide support for students at risk? Are there different objectives for different populations?

8. Minimum Grad. Faculty Criteria Update (Akujize): Recommendations from Deans due Nov. 1<sup>st</sup>.
9. Graduate Thesis Update (Akujize): This topic will be on the agenda at the next graduate council.
10. Performance Evaluation for Student Workers, Tardies, Attendance, Dress, etc. (Westbrooks)  
Student staff must be evaluated on performance and appropriate attire. Students must be given concrete guidelines regarding expectations for being present when scheduled, doing what is expected, and wearing appropriate dress in their work-study jobs.
11. All will receive an evaluation from HR for evaluation of student workers and all staff members in units. Employee evaluations will now happen in July—fiscal year to fiscal year, evaluations will be linked to KPIs. There will be an interim 6 months' evaluation. All is moving to People Admin, which will help manage employees within context of KPIs. Civil Service people are also moving to this pattern. Starting in Dec through June, doing old system. New system starts July 1.
12. Maximum Number of Transfer Hours from 4-year institutions (Westbrooks): A policy is needed from the Academic Affairs Committee, and look at what other schools do. Benny will explore this. Typically universities will cap it at 88. BOG students can bring in 96 hours. We may want to put a limit on number of hours students can transfer from one College to another within the university. It would be a good idea to keep track of internal major changes and transfers from college to college. Someone is needed is to look at transfers from one major to another and study the implications. Some schools put a ceiling on the number of times a student can change majors, and limit it to three.
13. Reports and Contracts (Harris): Contracts are supposed to be uploaded into CSU buy. A concern is that Sponsored Programs does not have an approval line for many of the contracts they are responsible for. Dillon offered to address the concern about the signature. Auditors need to see signed contracts when they audit. Dr. Watson is inundated with letters and calls from granting agencies regarding reports that are late. Too many PIs hand in reports late. Dr. Watson has suggested sanctions for PIs whose reports are late. When reports are submitted to agencies, copies should be submitted to the Office of Sponsored Programs. Ideally, reports would go to Harris' office, reviewed, and then sent forward. Dr. Watson suggests that if faculty are being paid from their grants and reports are not submitted on time, they should be fined. Or, their release time should be limited, since they aren't using it to write required reports. Some agencies require the PI to pay back money associated with the release time. The issue is a problem at many institutions. Too many failures to submit reports may result in agencies refusing grants to our university. We also have situations in which faculty have gotten grants, but are not getting any money or release time from those grants. Lindsey suggests graduated consequences. If there are extenuating circumstances, Office of Sponsored Programs should be notified. Some PIs may be overloaded, and perhaps should have co-PIs. Before submitting a grant, an "Intent to Submit" should be sent to the Office of Sponsored Programs. There should be an RFP, rough budget, executive summary, time line, etc. sent to Harris' office so that she can assist PIs in meeting the

requirements of each grant. Grants should not be submitted without any notification to the Office of Sponsored Programs.

14. Dispute Resolution (Westbrooks and Cage): General Counsel, Presentation

15. Announcements: 350 members of the CSU community voted by Wednesday Oct. 27th. Anyone who has recommendations for students who want to help in local tutoring programs or church programs should go to Dr. Bowie. Nov. 11, the Freshman Mentoring Event will be held. Mentors needed for students. Dr. Westbrooks has been informed by Gail Cannon that Deans are reviewing lists of graduates. For the Maze concert, Deans are supposed to sponsor concession stands, but no Deans have been given any information about it. Students have been trained to run the concession stands and to usher. Seats will be numbered, so there will be no open seating. Westbrooks will send a list of students who have been trained to deans who can identify their majors, who will represent the colleges.