

Provost Council Minutes September 8, 2010

Present: Sandra Westbrooks, Sylvia Gist, Pat George, Cecilia Bowie, Debrah Jefferson, Derrick Collins, Romi Lowe, Rachel Lindsey, Joseph Balogun, Miriam Mobely-Smith, Cheryl Green, Robin Benny, Ce Cole Dillon, Rich Darga, Richard Milo, Andre Bell, Fernando Diaz, Jason Ferguson, Yvonne Harris, Jerald Henderson, Tiffany Hope.

1. Minutes (Benny): September 1, 2010 – Approved.

Old Business

2. Enrollment Update (Bell/Westbrooks): Cited the data from September 3, which is up total headcount and FTE for undergraduates; however, the freshmen count is down. Up 124 total. Freshmen under age 23 is down 106 with a goal to increase by 12%. Freshmen older than 22 increased by 2. Regular transfers are up. Did not get close to goal for HLC so need to work on things, but overall enrollment is up. Need to look at those not paid – 989 of which 362 are graduate students. Last year only 595 at this time were unpaid. Each dean and others around the table received a list of students not paying to call. September 10 is the census report date. Faculty need to report students who do not show to department chair (of that student) so that they are removed, called or appropriate action is taken to clean up the class roster. Deans should ask through the chairs for faculty to turn in WA or WN to register now, which is the existing process. Ce will do an email blast today to all faculty to submit the registrar. They should see their chair if they need help. Discussion ensued regarding payment, the need for a printed bill, posting of tuition waivers and other financial aid. Charges were in error on TNAF students. There needs to be a better way to handle the outstanding bills and purging those who have not showed. Great concern regarding the large number who have not paid out of 7,362 because it will distort enrollment. The provost will discuss these issues with Mr. Meeks.
3. Classroom Furniture Needs (Westbrooks): Traci Nesbitt discussed the furniture. Dr. Lindsey said we need a different mix of furniture to meet adult students, but these take up room. If you have funds to be used for classroom furniture, let the Provost know. Can't have broken chairs.
4. Freshmen Experience Updates (Green): Yesterday was the Freshman Townhall. Students related about long line in bookstores. Concern about a lack of express lines, which had been held last year. There was a big line the first day and it has continued, the problem was book vouchers and the Bursar.
5. Senior and Certificate Updates (Lowe): Encourage all programs to update the CAPPS before the dinners begin with the President for the 2005 cohort. Will begin working with the 2006 cohort about 130 students. She reviews with every student the CAPP, and gives them each a copy. Look at the bucket courses and she wants the time with Dr. Watson to be productive. Currently we have about 58 students from the 88 left in the 2005 cohort, which is about 23%. The problem is still with the CAPP because of the fluidity of the programs and student needs.

New Business

6. Tutorial Resource Directory On-Line (Westbrooks): Still in draft format. The deans and Dr. George need to have this information so that we will get the information correct for the web version. Only name of contact person and the discipline so the student will know who to call. The contact person should know exactly what to say and how to respond and to do it quickly. This list will go on line by next week. All corrections are due by end of the meeting.
7. ERG Data Analysis Committee (Westbrooks): The draft was shared with the deans. If no changes, this will go to Dr. Watson as presented. At a PEC meeting Dr. Watson asked for representation from each college. As we look at the data, this group will be able to look at it to provide analysis, identify trends, help us to understand what it says.
8. Other Matters and Announcements
 - a. Kudos - Dr. Jefferson for getting advisor list on line. The Provost asked about whether it could also go onto the Student Portal. Ce Cole-Dillon will check on it.
 - b. Area 24 will have a relationship building event October 6 from 6 to 8 p.m. Students and his/her parent will be invited to make a presentation. Live music, engagement with students as a partner to ready their students for college while seeing CSU as a place to go for financial information, career guidance, etc. This is the kick off for a number of events. Deans will identify the student and parent. There was a parent's association from which we could identify the parent as well as those parents with TRIO students. The deans are expected to be at dinner. Gabrielle Toth will need to be asked.
 - c. Thursday is the all student town hall. Please be there. Mr. Ferguson will be the moderator. We need to be prepared to respond to the disbursement check fiasco.
 - d. Distribution of IPAD: will occur this Friday. Running a list of freshman seminars of students with 12 credit hours after the census report. Some students who were advised in 2nd Ed were told incorrectly about registering them in freshman seminar. Suggested they sit in class this semester, but late. The problem was with UAASC, who were to advise all freshman. If the students did not attend freshman orientation, they need to go to it before they get the IPAD. The letter said the freshman orientation was mandatory also if missed must attend the freshman seminar and the study skills course. Start distribution in freshman seminar, then those with exception will go to a specific location at set time and date; those others must enroll in freshman seminar next semester to receive the IPAD. Dr. Jefferson and Ms. Carnice Hill can provide a list of all freshman seminar courses beyond FRSE 1050.
9. Adjournment except Group 1: Balogun, Collins, Gist, Lindsey, Akujieze and Mobley-Smith at 2:20 p.m.

Submitted by

Dr. Deborah Jefferson & Dr. Richard Miles

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