

Provost's Council
April 6, 2011

Minutes

Attendance: Robin Benny, Richard Milo, Fernandez Diaz, Sylvia Gist, Justin Akujieze, Cheri Sidney, Miriam Mobley-Smith, Rachel Lindsey, Tiffany Hope, Joe Balogun, Nellie Maynard, Derrick Collins, Debrah Jefferson, Sandra Westbrooks, Cheri Sidney, Ce Cole Dillon arrived but did not stay. Guests: Lee Junkans

Meeting Convened:

1. Approval of Provost's Council Minutes for March 29, 2011 (Benny): correct spelling in # 9 and change amount spent in Library. Approved as amended. Note: Dr. Watson reported to Dr. Westbrooks that during the Provost Council that she read from a letter that CSU was closing. This was not true. Please report correctly when you share information. If we are given confidential information, we should respect that and act accordingly. The intent of Dr. Westbrooks comments that we need to understand the implications of not improving our retention and the scrutiny under which we currently operate.

Dr. Westbrooks continued by reporting on the state provost's at IBHE. Every topic on the agenda was about conversations in Springfield on an unidentified college whose performance is poor, offering multiple degrees, low graduation rate and whether it should continue receiving state funding, whether it should continue operating. The graduation rate was 9%. Missing from Table was NEIU and all of the city colleges. We all are waiting to see if legislation will pass on who will determine program eliminations. New legislation says that for each student enrolled in a distance ed course on-line, we need authorization from each state giving permission. IBHE will prepare form letter or a form we can use, but they will not seek blanket or individual letters. This is a federal mandate, which all institutions.

Ms. Sidney will send all colleges a copy of the policy about in-state tuition for contiguous states.

2. Announcements:
 - a. LIB: Save the Date for National Library Week (April 11 – 15), Naming the Sun Room for Dr. Julian Scheinbuks Tues., May 21, with a luncheon celebration for recognition of his Million Dollar Endowment for Biology and Distance Learning; the division is also doing an assessment of SPSS site licensing to reduce costs.
 - b. OIP: Study Abroad forms were distributed for colleges and/or units to support students. A new one for Pharmacy Students to go to Guatamala. The question arose about whether we could count these funds as part of our scholarships. Pharmacy asked if they need a course, and the response was yes. This program is available for financial aid, but there is a need for credit hours and term considerations. Financial Aid is looking into it. It was pointed out that other universities make this part of the student's aid package. The issue at CSU is that most of the experiences are too short, but we are getting more interest in changing or adding for one term.

The units can use appropriated accounts; however, you cannot comingle funds. The funds should be on appropriated accounts. You cannot transfer between non-appropriated, agency or grant funds and appropriated accounts.

c. Conflict Resolution (Lindsey): a draft for a minor was distributed. This allows for each college to design the program to meet their needs. It draws from several CAS majors. It is called Peacemaking: Conflict Resolution and Mediation. The proposal allows for bi-lingual specialization. There is a 4000-level introductory course plus two core courses in the mediation process and conflict resolution; in addition to six hours of electives selected through disciplines and an internship. It is to be compatible with any discipline at the university. There are no prerequisites for the core courses, but the divisional courses may have prerequisites. This needs to be reconsidered if the intent is to make it feasible for all students. The minor is slated for starting in the fall.

If we offer a degree we can issue a minor or a certificate. We cannot offer this without the major. At another meeting with deans, it was discussed. IBHE language allows for reasonable and moderate extension to offer a certificate if there is a major/degree program. We can count students in this type of certificate, but not continuing education credits. Does not require IBHE approval as a NePR but there is a form requesting the extension of a degree program to include a certificate. Consensus was to explore offering undergraduate certificates to show completion in some areas. It was questioned about potential impact on graduation rates so need policy on who can complete minors and time not devoted on this versus degree completion.

Gist had questions about electives offered in the college and how they would be listed. There is also a question of cross listing courses, as well as supervision of internships. Offering the three core courses in the intersession or summer school are potential structure to complete the initial three courses. There also are opportunities on campus for internships.

Dr. Westbrook asked for a legal opinion about drafting a policy for eligibility for entering a minor, restrictions and impact. Consideration should be given to admission, declaration of minor, monitoring it and potential for delaying graduation because of completion of a minor. This is the type of query an Institutional Research unit could take.

She reminded deans about reorganization and a need to look at program options.

d. Honors College [Milo]: is instituting a writing sample; however, it will not prevent admission. It was suggested that the writing sample be done in person. In the future, those with poor skills should be required to take an intensive review. We need to push for admissions in junior year. For most schools May 1 is the deadline for determining attendance. Our response time is backlogged 3 or 4 weeks to respond to emails and requests. We need to make better usage of our Tuition Waivers, such as dedicated a set amount up front. The provost suggested 20 with guarantee for four years. This would be part of an assurance program.

e. April 29 – fund raising dinner with separating the scholarship dinner. At the Martinique at 82nd and Cicero. Recognizing Deborah Martinez, VP Republic Services, and Omar Duques, Pres. of. CSU won bone marrow registry and blood drive with Life Source. We were competing against National Louis and DePaul.

f. April 21 – Honors Convocation, in academic regalia for all. This year it will be shorter. The student will present all cards at that time so they appear only once. Some deans may not have a roll. Provost will send information about ordering guys.

3. Career Planning and Placement [Lee Junkans]: presented a proposal for a course with five options. This course would involve sophomores because they are more likely to retain information and are preparing for internships. Results from other institutions say this type of course increases odds of getting internship, increases retention and graduation along with marketability. The intent is to give a better foundation earlier in the student's education so they have more time for preparation, changing behaviors, increasing image. This would be a one credit hour course, 16 weeks pilot in fall 2011. The deans will discuss with their units. We need to consider what can be eliminated in the curriculum or infused. All agree that this concept as well as freshmen seminar are needed, but concern with the credit hours and additional time. Mr. Junkans will return in two weeks to complete discussion.
4. Policy about completion of sexual harassment training [Westbrooks]: she will do a sort each week and send it out as a pdf file. All students must do it. In the last couple of days the national news has carried articles on it. At a teleconference today, the Provost stated that Vice President Biden said that the office of civil rights is now involved, holding all campuses accountable for changing behavior and all should work with legal affairs and police so that there is a process in place. The police are not to ask about whether they were drinking or what they were wearing. Biden said 80-85% of incidents included women who were drinking or intoxicated. Every university should have a Title 9 coordinator to handle complaints. We have BAIT and a process involving the Counseling Center, but we need to discuss an individual. Perhaps this could be a topic of a student townhall

There are so many things going on – HLC, Pharmacy Accreditation team, NCAA, budgets, retention, audit. The president and others going to Indianapolis to discuss NCAA issues on April 26. Sonja Clayton-Pedersen is replacing Sudie Davis as interim athletic director. The prep meeting indicated we could avoid some problems if she had more staff. The deans will be asked to set aside two counseling interns to work with Constance Jackson and Ms. Pedersen in four-hour shifts. It would involve athletes with problems. Education would ask for two from higher education administration and two from physical education. There will be an interview process with Athletics to screen these individuals and they will develop a description or specific plans or projects. The deans should contribute program efforts. These will start next fall and are unpaid.

5. Enrollment [C Sidney]: will give a full report next week but applications are up. Deans asked about receiving reports on new admissions so they can contact the students. Dr. Milo will ask for all majors who are eligible for admission into the Honors College. Ms. Sidney presented a suggestion from another meeting that involved interviews prior to admission, but she was not sure of how to do it. This could be for students meeting certain criteria, but it should be relevant and meaningful. Until we reach a point in time where we have deadlines for accepting applications, a decision date, etc. we will not have reliable data where we can plan.

Admissions will be sending all admitted students a letter with CSU email and information about receiving future correspondence. We track through asking how the student received information, each piece of media uses a different phone number.

The faculty senate asked that we make better usage of our website name because it is unique and coveted... www.csu.edu... Can mean any other university such as Cleveland State, Colorado State or California State.

Meeting Adjourned: 3:50 p.m.