

## **Provost's Council**

### **January 26, 2011**

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

1. Minutes (Benny) – December 8, 2010 minutes approved as amended. [Jefferson and Dillon]
  - a. Correction AD-ASTRA will come on line in 2011, not 2012

### **OLD BUSINESS**

2. Technology updates (Dillon):
3. Freshman Block Schedule (Green): Attained 82% fall to spring cohort registering (428 freshmen from the fall), which is the same rate as last year. Thanks were extended to all who were bugged and begged. Next fall during the fall orientation faculty, staff and administrators will be recognized. Today: Lindsey, Buteau, List, Mercedes Villa were recognized. Lessons Learned? Going forward --- biggest hurdle are blocks freshmen have coming in the door. Registered 100% of those who did not have “holds” on their continuing registration. This resulted in chasing down students and programs. Green is talking to Admissions and Registrar about what students are sent and their process. It needs to be revised for clarity, importance of information, application online and information buried in text. Working on B3 holds to locate money, generating funding. After Census Date, will discuss potential problems earlier.

CENSUS Date is February 1... try to work sure we retain all students.

Block Scheduling: very difficult for CAS to accommodate late requests because the difference in needed classes. Need to know now what might need for changes in fall schedule. The holding sections closed to wait on freshmen block enrollment resulted in some classes being cancelled for low enrollment. Need to coordinate and manage who calls students and for what and when. Freshmen Dean group should make initial contact and those not contacted given over to the colleges and departments.

4. Enrollment Update (Westbrooks):

5. Senior Thesis (Westbrooks): Thanks. Business shared their thesis, which will have an overlap for senior thesis and business plan to be presented with build-up over several courses.

## **NEW BUSINESS**

6. ISLs (Westbrooks): Thanks for cooperation. All should have responded in all categories for retirements, resignations, hiring and mandates applicable to individual units.
7. Intramural Program Request (Westbrooks): Feb 16 is student/staff intramural program for basketball. Problem is lack of staff participation. Deans were asked to get one person each to participate in each of the Co-Rec Sports activities, as many as you can.
8. Honorary Degree Nominations (Westbrooks): Sent information in an email, which also went to Laurie Walter and Yan Searcy. Criteria were distributed also with a form. Nominees should be sent ASAP. There should be representation from each college.
9. Disaster Recovery Business Continuity (Doyle - Guest): Distributed PPT material on business continuity plan and disaster recovery, which is a necessary operation to be maintained and its recovery should something happen. This should be inventory of a critical system on a unit basis that must be a part of the CSU overall plan. IT has already identified its crucial systems and now the Deans need to do so and share with IT. Need a service level agreement (amount of time needed to get a system restored) with a vendor. Currently systems are backed up on and off-campus nightly between midnight and 6 a.m. IT needs an assessment on servers or electronic systems under the unit's control so they know what is needed to restore the campus. Original survey went out two weeks ago. Note: this is only for CSU housed systems. Moodle is not housed on campus, so it is not part of the system. Finding that when an incidence occurs on campus, often the unit's staff is not on RAVE for notification. Deans also need to identify back-up of material not on servers.
10. Disputer Resolution Proposal (Simon – Guest): 3 months ago, PPT presentation on program regarding dispute resolution. Ms. Elizabeth Simon, JD., distributed copies of the presentation previously given to Provost Council. Conflict resolution is related to a number of educational practice areas such as business and communication, criminal justice and restorative justice, education and peer mediation programs, health science, negotiation and conflict resolution courses. Some places have as courses or certificates (except IL does not have any statewide professional oversight in this area. California, Maryland, Texas and others have certificates.) Proposed a model for building program at CSU. Potential areas new spirituality minor as well as criminal justice, social work and counseling psychology in CAS, BUS in management and sales, COE and others, but need to consider the IBHE program development process. We need to engage in phase one – needs assessment and curriculum development. Don't see this as a major but as minor on certificate in non-traditional programs. We have faculty in place capable of engaging and developing this

program. CSU will need to determine its role, if any. Simon is proposing the program, with herself as a part of the program but whether or not we want or need her, is up to CSU. Next Steps? Those colleges with interest should meet to do self-assessment and consider role and function such as current courses for minor and/or certificate, current faculty, level – undergraduate versus graduate level, cost of delivery, and marketing when ready for delivery. Provost asked for volunteer to spearhead the process – Bowie volunteered with Lindsey in a week or so (February 4). It was noted that currently, CSU is engaged in this function on a “service” basis across campus and this is moving or adding it into the academic arena.

11. Podcasting, Active Directory and Exchange (Cole Dillon): Thanks to all during Phase One for the power out. Will be a Phase Two when we will be able to have the entire campus up without backup generators. Will consider Spring Break. The active directory is a database controlling the system and will be able to locate individuals in a “place” on the network. This will allow IT to locate and assure external access for faculty. More opportunities and options for email addresses. All will receive new email address of their full name up to 20 characters, then it will not be part. Do not need to do anything, it will be automatic. Currently testing Exchange in IT to work out bugs before rolling it out. There is a schedule for the rollout by business unit so they can stabilize individual groups before moving to the next one. Podcasting: Bringing up Apple Service to allow podcasting. Need six volunteers, which could be one per college. Trying to build up inventory of podcasts for having an online itune Store. CSU wants an inventory of substance before going live. Pharmacy and Education and Business volunteered.
12. Dual Enrollment and City College (Westbrooks): Shared with Deans, draft in session after adjournment.
13. Other Matters: None
14. Adjournment (Except Deans): 2:30 p.m.
15. **ANNOUNCEMENTS:**
  - a. Two calendars for February events – Black History and Homecoming

Adjourned 2:30 p.m.