

Present: S. Westbrooks, J. Ferguson, C. Sidney, F. Diaz, S. Gist, Y. Harris, N. Maynard, R. Milo, R. Benny, D. Collins, M. Mobley Smith, T. Hope, D. Jefferson, S. Westbrooks, C. Dillon, J. Akujieze.
Guest: W. Watson.

1. Approval of the Minutes: May 18, 2011 Minutes approved.

OLD BUSINESS

2. Technology updates (Dillon): On track for Banner 8 update for July 1.
3. Freshman Updates: Green could not attend.
4. Enrollment Update: Need update on application breakdown and meeting projected goals on males, Latino, higher GPA/ACT scores.

NEW BUSINESS

5. Usage of Royalties and Faculty Published Texts (Westbrooks): There are a few instances in CAS where faculty require the use of books they have written in class, but all deans need to check with faculty on who is requiring students to buy their (the faculty members') books. There are potential problems with a lack of oversight such as ethical issues, audit issues on the part of the university not monitoring, currency of content, regulations by book committees, and the protection of students. Legal and copyright issues are of concern. The university does not have a universal policy regarding the usage and requirement of faculty generated/produced books or material as per textbooks, packages, and claims for royalties generated because of students purchasing faculty books.

MM Smith surveyed other institutions. These universities have committees that review; colleges have forms so that the chairperson reviews outside activities to monitor, or other reviews. At UJC, all faculty are required to complete a form that addresses some of these issues such as working with publishers, usage of time on external activities, usage of books in class, how/percentage of shared royalties, etc. All complete regardless of engagement in activities.

In addition, there have been reports (*i.e.*, complaints) to the President by students on faculty who have CSU students "working" in a faculty members' outside office, which can create issues about ethics, exploitation of students or a problem of exposure for issues of power or authority over students.

The council members generated questions about how books written by faculty members are used, where they are used, concerns about competitive cost of the texts and content of the texts compared to other books. These and other things should be considered according to Milo if a policy is developed. Westbrooks asked for a committee to be formed to review this issue. Dillon said we need to put any policy into context, such as how to treat a professor who produces only a single textbook but no other scholarly activities that demonstrate engagement versus handling professors whose only outlet is to produce textbooks or produces textbooks along with other refereed, scholarly materials. If the only action is to write texts, and to sell them to this institution, or others, then the policy conditions should be to treat this individually differently. Akujieze said the committee needs to look at it on an individual basis, but questioned if this

treads on entrepreneurial activities and curtailment of faculty rights or enterprise. He and others agreed that the policy should not discourage any aspect of scholarship, including textbooks. A committee should look to see if this gives students an opportunity for learning.

Benny was asked to check with the Faculty Senate (Y. Searcy) for membership on the committee, as well as the University's ethics officer, Judge Bernetta Bush.

- 6. Draft for CSU Policy on Minor (Benny):** Benny has sent this draft policy to council members electronically for review and sharing. A review was conducted that showed a number of students could have completed their degree within the timeframe of six years, but because of minors, their graduation was delayed. These were students with over 150 credit hours but had not graduated because they were still completing a minor. A question came up regarding limiting the number of minors, managing and directing students toward graduation.

Harris asked about issues surrounding interdisciplinary programs because the job market calls for more skill sets that come because of adding minors to majors. Now, students take minors to make themselves more marketable, e.g., biology student with business. This could be an advising issue because the advisor should discuss majors, jobs, marketability. Discussion progressed to at what point a minor should be selected. Consensus indicated 90 credit hours was too late and this should be done by the time a student reaches 75 hours, regardless of native, first time freshmen or transfer student status. The draft policy calls for "graduating" any student once the GPA, hours and requirements are met.

Akujeze suggested limiting students to declare a minor to those with a 3.0 GPA. Others present liked the idea, but this limits most of our students. A number was agreed upon, but at 2.75 for university GPA (which includes hours earned at CSU and other schools).

If students wait until completion of 90 hours to declare a major, there is not sufficient time to complete 18 credit hours and required upper division credits in the major within a four to six year window. It was suggested that the policy tie the GPA only to a second minor, as well as submitting an application to the awarding department to get a second minor. Another consideration was requiring a set percentage (such as 60%) of the hours for a minor must be taken at CSU, and in an area offered at CSU. Another point was to consider a range of hours in which a student may declare a minor, such as 65 or 75 to 90 credit hours.

- 7. Incomplete Grade Policy (Benny):** CSU has a policy on all incomplete grades to be completed in one long term, except for academic skill courses (ENG 1230, 1240, 1270, 1280 and math, which must be completed in two long terms). The policy also includes the following: students must complete 50% of assignments, attendance, discuss with professor, and other items on the form. Jefferson is to check with who created a policy about not issuing incomplete grades in summer school. MM Smith stated that pharmacy has a policy for how incompletes are assigned. Council members should make sure all faculty in their area know the policies for both academic skills and regular university courses. The form can be completed on line. The graduates have up to one year (two long terms) to complete course and remove incomplete grades, and can petition for an extension. Need to have the Graduate Council review its policy.

Dillon raised a side issue that Banner has a field to identify repeatable or non-repeatable courses. This needs to be activated so the correct GPA can be calculated. Who should identify these courses was raised.

9. Dual Enrollment (Westbrooks): In previous council meetings and PEC discussion ensued regarding a dual enrollment program for University College students and various local community colleges. Westbrooks discussed this with City College and suburban college feeder schools. This is to be a pilot project with about 50 students. They enroll in 12 credit hours between the two institutions, for financial aid full-time status, but would not enroll in sufficient hours at CSU to classify them as full-time, first-time freshmen. The proposed classes were Spanish I and Sociology. The community college said they could offer the sociology course, but online and we would have to request to waive the fee. Green said no online course the UC students, especially at another university. The community colleges asked about offering the orientation course on line. Given that was the only option, they asked about establishing dual enrollment whereby if we were not offering a general education course, it could be taken at CSU or at the community college. Moraine Valley could not participate in the program as originally designed because is outside their area of operation as per IBHE.

However, effective May 17, CCC has signed a proposal for participating in a dual enrollment program, but council members stated that we need to know contents for participation. This included: (1) students must complete the AA degree at a city college and (2) have a GPA of 2.5 to participate. They pay CCC tuition rate for those courses taken there; they enroll in 12 total hours split between CSU and CCC. This guarantees CCC student admission into CSU but for special programs, they must meet those criteria. The pilot will be for 30 students from all seven CCC campuses to participate. They will get IDs, usage of library, fitness center.

ANNOUNCEMENTS:

1. Master of Nursing was approved on May 7 by IBHE.
2. Students going to Spain and France leave at end of month and those going to Korea leave in two weeks.
3. PTM 3 for summer will have cut on June 30.
4. We will take a 1.6% cut in the budget. We are restructuring for fall but as a whole, additional rightsizing will occur in the spring.
5. Exchange is up but Active Directory component is problematic because of the age of many departmental computers.