

Provost's Council
March 23, 2011

Present: S. Westbrooks (Chair), N. Maynard, R. Lindsey, J. Balogun, J. Ferguson, M. Ellison, C. Dillon, J. Akujieze, S. Gist, R. Darga, D. Collins, T. Hope, T. Harris, F. Diaz, R. Milo, R. Benny, D. Jefferson

Guest: Chelisa Gilbert

1. Minutes for March 9, 2011 approved.
2. Enrollment goals for fall 2011: The goals set by the ERG committee for enrollment increases are as follows: New freshmen—4%; New transfer students—4%; Anglo students—increase from 40 to 60; Hispanic students—increase from 84 to 100; Asian/Pacific Islander students increase from 9 to 18 students.
3. Revised sick and vacation request forms: All university employees must use newly revised request forms when requesting vacation days or reporting sick days. Vacation requests on the old forms will be returned. Only the new forms will be accepted for the reporting of sick days.
4. Test results and time limitations: David Hampton presented a proposal to put a 36 month time limit (expiration date) on test results from Ace/Compass examinations in math. The rationale is that students' skills age over time and may decay. Retesting after 36 months would ensure that all students possessed the skills necessary to succeed in their classes. At some community colleges, students' students scores are good for only two years. Proposal is based on best practices at other schools, though no data were presented. If we decide on an expiration date for exam scores, we must be prepared for students who don't like our tests who will go elsewhere. New tuition is based on assumption that we will increase enrollment by 4%.
5. Digital Publishing. Richard Darga presented a draft process for publishing theses and dissertation through Pro-Quest. While there would be no additional fee to students, they would be required to bear the cost of producing a bound copy of their dissertations for themselves. Darga wants to move to have all theses and dissertations published digitally so backlog of printed copies does not continue to grow. If hard copies are required for the library, students will have a new fee, which must be listed. On-line dissertations can either be restricted or open access, or in between through Pro-quest.
6. College of Business Events: There will be a March 24th event for students to help them to learn how to present themselves professionally. The first event will serve as the kick-off event to a series of workshops for students dealing with professional image and behavior. Workshops will be for 20 students at a time. CSU has been selected to be on the Extreme Entrepreneurship tour. High school students and CSU students are welcome to sign up for workshops on developing entrepreneurship. Will be held April 5th.
7. Chelisa Walters, Miss CSU, asks for support to address freshmen students about study skills. Her goal is to raise retention and graduation rates. Students will be surveyed to determine if they have gained knowledge about how to successfully stay in school. Provost Council members indicated their support and made several suggestions to assist Ms. Walters to achieve her goal.
8. Other Matters:

- a. Yvonne Harris announced that auditors will be back May 15. The Office of Sponsored Programs is taking an aggressive position on audit findings. PIs **must** work through Sponsored Programs or whole university will suffer in terms of the ability to get grants. If other agencies are auditing any grants, Sponsored Programs must be notified of audit findings and no response can be made to auditors without Sponsored Programs and the President being included in any discussion of a response. For any requests for budget modifications, only Harris can approve. If someone has an override based on a grant rather than on the CSU budget, Dr. Jefferson must be notified. This issue is related to the concern over unauthorized purchases, some of which are related to grants. Dr. Westbrook will not sign off on any unauthorized purchases. Meeks cannot sign off on expenditures on grants, and attempts to get him to do so are attempts to go around the Provost; this will not be tolerated. Scrutiny on CSU is extremely high.
- b. Honorary degree recipient, James Tyree, will receive honorary doctorate c. posthumously.
- c. Block Scheduling meetings will begin very soon to plan the Block Schedules for fall 2011.
- d. Strategies for publicizing searches: Some faculty feel that they have not been involved in search process for Dean of College of Pharmacy. The Faculty Senate will be informed of faculty who serve on each search committee. Westbrook will make searches more public in the future. All dean positions selected by July. There is a search for a Dean of Library and Director of Sponsored Programs and the committees will be convened next week. Also needed is a search for a Dean of Continuing Education, a Director of International studies, and a Dean of Enrollment Services.
- e. Dr. Westbrook needs to know how many students each tutor tutors and whether or not there is any evidence that the tutoring is effective. A list of current tutors and their cost was distributed.
- f. The winners of the Gwendolyn Brooks Writers Contest: .April Gibson was number 2; number 1 was Perry Shelton.
- g. Ms. Hope is asking for support of students who are experiencing long-term study-abroad opportunities. She is also asking for support for students who are traveling this summer.
- h. Ms. Dillon indicates that all units must keep all records and other data in Banner. Units should identify what is needed and contact Ms. Dillon regarding how best to keep all records in Banner.
- i. Dr. Jefferson reminded all that all tenured faculty evaluations must get in as well as those of unit B lecturers. Jefferson must get letter from chairs indicating who will be retained and needs the student evaluations from IT so that contractually mandated personnel decisions can be made.
- j. Dr. Westbrook announced that students are being contacted regarding the sexual assault prevention program. Darga's staff is helping students complete the training.
- k. Dr. Westbrook requested that each college should identify five students for intramural teams by Tuesday, March 29 to play basketball. Names should go to Director of fitness center.
- l. It is critical that CSU gain renewed accreditation and that our enrollment, retention, and graduation rates go up. Dr. Watson has received information regarding the

possibility of the State's closing individual state universities that do not reach state goals in these areas. All possible efforts must be made to recruit, engage, retain, and graduate students.

Adjourned 4:23