

Chicago State University
Provost's Council Minutes

December 12, 2012

Attendees: *S. Westbrook [Presiding], J. Balogun, P. Cronce, D. Collins, S. Collins, R. Darga, E. Gentry, S. Gist, Y. Harris, A. Henderson, T. Hope, D. Jefferson, B.M. John, N. Maynard, T. McKinney, E. Osika, B. Rowan [recording], K. Schiferl, Y. Searcy, C. Valenciano, C. Wright.*

The meeting convened at 1:09 p.m.

1. **Minutes.** – Minutes of the December 5, 2012 meeting were approved as amended.

OLD/RECURRING BUSINESS

No updates from Technology (Shinde) or Enrollment (Henderson).

NEW BUSINESS

2. **Course Evaluations** (Westbrooks): the evaluations window closed December 11 evening before grades posted. Response rate was 48% (up from 41% in spring 2012). Three tiers of comments established (university, department, faculty member). We need to increase further the response rate. A survey will go out to UPI, the Faculty Senate, and faculty asking for suggested improvements.

Some students have voiced concerns about accents in terms of instructors. Reminded all that there is a CSU process for verifying instructor English proficiency in compliance with state mandates.

3. **Ad Astra** (Jefferson): The cost for AA Platinum version is \$2000 (through FY 14). This version analyzes data and provides reports as well as a user dashboard. Some but not all CSU departments currently use Ad Astra.

Dr. Westbrook expressed concern about the large number of course cancellations in Fall term. Dr. Jefferson indicated that workshops are planned for chairs and deans. Some changes have been made to future course schedules based upon Ad Astra information, but in many cases schedules are fairly well set a year in advance.

4. **Commencement** (Wright): volunteers should report 9:30 a.m. on Thursday December 13 to the JCC. Processional to begin promptly at 11 a.m.
5. **Program Reviews** (Westbrooks): asked that units be reminded to adhere to program review reporting deadlines, unless extenuating circumstances. Extensions of extensions are unacceptable.

OTHER MATTERS

1. S. Collins: Deans will receive status statements for students on academic probation as of Fall 2012 to utilize in reviewing petitions.
2. N. Maynard: work is occurring in the swimming facility, but it will not impact programming. Fitness Center is operating on its holiday schedule.
3. P. Cronce: the Honors College held its Winter Reception last Friday for graduating students. The even was well received.
4. D. Jefferson: chairs/program directors are to call students in cancelled classes. Ten intersession courses were cancelled. Enrollment for intersession was down.

Meeting adjourned 1:40 p.m.