

Chicago State University  
**Provost's Council Minutes**

October 3, 2012

**Attendees:** *S. Westbrook [Presiding], J. Balogun, D. Collins, P. Cronic, R. Darga, S. Gist, T. Hope, C. Wright, D. Jefferson [Recorder], B.M. John [presiding], B. Rowan, N. Maynard, E. Gentry, M. Mobley-Smith, Phil Beverly, D. Kanis, A Henderson.*  
**Guests:** *Troy Harden, Teresa McKinney, Michael Edwards*

The meeting convened at 1:10 p.m.

1. **Minutes.** – Minutes September 26, 2012 approved with corrections to typographical errors and clarification of points.

**OLD/RECURRING BUSINESS**

2. **Enrollment, Retention & Graduation** (Henderson): Anticipated drop in enrollment because of policy changes in financial aid as well as admissions. Census date was Sept. 25, 2012. Fall 2012 total enrollment 6,107 and fall 2011 total was 6,882 with a drop of 775. Special term better than last year, but needs improvement. FFF retention rate 50%, which is a drop from 54% but the criteria changed. Six year graduation rate from 2006 cohort is 20%, three year ago was 13.9% and last year was 20.9%. The numbers close to 1,200 students graduated, which also impacted numbers. [In PEC, Athletics Director, Schumacher reported his graduation rate is 64%, the national rate is 55%]
  - a. Fewer University College students – 75, which is about 50% from previous year
  - b. Academic Standing – dismissed and/or would not admit those not meeting university criteria. Will continue communicating with those students, which were counseled and advised.
  - c. Financial Aid barriers – about 600 impacted by the 12 term limit for PELL grants; others had maxed out on loans; those seeking other loans impacted by changes July 1, 2012 for the Expected Family Contribution that required co-signing parents to have credit checks.
  - d. Limited financial aid from federal sources; all public universities dropped enrollments from 500 to 700+ this year except NIU and UIUC.

3. **Technology Updates** (Shinde):

**NEW BUSINESS**

4. **Graduation Closeouts:** Concerns (Westbrooks): There are student and faculty concerns. Westbrook stated the Provost Office gets calls, letters and grievances regarding students who reach the end without reading exit exam, English or Math developmental courses or exams. Evaluation is the point where these oversights are caught. The Provost should not be asked to waive all of these requirements. Students can manipulate so that they get

faculty and advisors to allow them to progress without taking the requirements. We need to fix this problem. Kanis recommended a hold on an account once students have been here one year that is removed only by the dean. Wright asked about enforcing banner prerequisite holds. One solution was enforcing CAPP usage.

5. **Undergraduate and Graduate Catalogs** (John): Both are posted
6. **DAC Updates (Jefferson)**: All but four units have submitted DACS – Criminal Justice, MMIS, HIA and Nursing. If the deans know one was submitted, please let us know. The Provost asked Jefferson to follow-up with the President’s Office received the DAC instead of the Provost. The President’s Office sent letters of approval or denial of the DAC. Faculty need to receive copies of the letters from the President (chairs or deans will receive them). For all approved DACs, the chair needs to send copies of the approved DAC to the faculty.
7. **Presentation** – Institute for Youth and Community Engagement (T Harden and M Edwards): An institute to engage residents and faculty in the surrounding community. Harden is asking faculty to participate in programs and activities for youths and families in the contiguous communities (Greater Roseland, Burnside, Chesterfield, Chatham, etc.). Grant through Illinois Violence Prevention Initiative to do work with youth. Four areas: work on sustainability; prioritize student learning; measurable goals in health, education; five focus areas: education, economic development, and health, land uses (transportation, recreation, food) and safety. Some programs already exist, such as in Education and the Neighborhood Assistance Center. The grant team is hoping to support faculty in service learning courses including training, syllabi development, service day, etc. for spring. There are some funds for funding faculty in consort with community groups.
8. **PME (Rowan)**: Fall Convocation - Tues, Oct. 9, 12:30 p.m. Jacoby Dickens Gym. Get your departments to submit PME Plans. Faculty send to chair, dean, provost with submission to online portal. The due date on plan was Sept. 30. At the Convocation various units will report theirs. All units with a budget should complete a PME. The Office of the Budget asks that you pick up your budget pages (available from Ms. Arrie Patawaran). He will send a reminder with the flow process. Non-academic units use similar pattern from supervisor through to directors to vice presidents.
9. **Commencement Updates (Westbrooks)**: Distributed a copy of the Commencement Bulletin. Graduation Date changed from Dec. 20 to Dec. 13 at 11 a.m. Students (UG and G) can participate in commencement ceremony if have 6 or fewer credit hours; Pharmacy with 10 credit hours. Application deadline extended to Nov. 1. So far there are 60 graduate students and 292 undergraduates, with only 45 processed so far. The processing is in Admissions. We still need to identify a speaker. A process was developed for legislator’s attendance, advanced notification, seats and area identified. Announcements for the Countdown have been sent across campus. It will be in mid November. There will be a reception following commencement in Jacoby Dickens. All advisors and faculty will be informed. In PEC, Dr. Moses recognized the leadership of the process and committee by

Academic Affairs, Dr. Westbrook. In PEC, VP Henderson stated that application for graduation is handled on a daily process without a deadline. The deadline of Nov. 1 was only for participation in the ceremony.

**10. Advising Updates Darga** – gave memo with list of advisors. Commencement Committee asked to work with advisors

### **Other Matters**

1. Sick day leaves and how these are documented -- UPI in the process of drafting a response if the Provost does not handle. Some faculty indicate chairs/deans have begun docking faculty in the system as absent or sick because did not show for department meeting. Use sick days for only sick purposes. If they do not attend the meeting, there is a procedure for that in the contract.
2. Grievance hearings at the college level – majority occur before graduation when doing final audit or when grades are due/submitted. Each college has a process to enact in a timely manner. Provost cautioned who to allow in hearing. When student calls for bringing an attorney, do not. If a student brings a parent or others, have them sign a FERPA release. Have policies and procedures, which include only observation by non-student participant. Have these in writing and available.
3. DAC – the Provost repeated her concern about stepping back.
4. Council Matters
  - a. Balogun – CHS Faculty Development Committee is doing a workshop/lecture with CTRE on Oct. 11 at 12:30 p.m. in LIB 301. The Nursing Dept is preparing for its accreditation Feb. 12, 13, 14 site visit and self-study is due Oct. 14.
  - b. Kanis – I-Heart Radio in Rotunda and going world-wide. Will need app on phone to listen. 500 people have responded. The entire building will be participating.
  - c. B John – viewing sessions for presidential debates. Watch for flyers.
  - d. Jefferson – The Astra Course Scheduling Team is meeting on Thursday, Oct. 4. , 1 to 3 in ADM 301. The Astra consultants will be on a teleconference call at 1:30 for an hour to discuss the data interpretation. They sent the university a document with the data analysis. She will make and distribute copies. The committee will also review the draft course schedule policy, which is due on Tuesday to the Ad Astra University Committee. A copy of the policy was distributed.
  - e. Beverly – For Astra look at balance between quality – schedule and capacity. Add a table of content and index are needed for the catalogs. PME role, are we tracking to see what is planned is funded or fulfilled.
  - f. McKinney – Thanksgiving Dinner is Nov. 15; voter registration drive in Rotunda Oct. 1 – 9; Oct 4 SGA Inauguration.
  - g. Hope – International Week is Nov. 13, 14, 15, 16

Meeting adjourned 2:10 p.m.