

CHICAGO STATE UNIVERSITY
Provost's Council Minutes
October 31, 2012

Attendees: S. Westbrooks [Presiding] J. Balogun, P. Beverly, D. Collins, P. Cronce, R. Darga, S. Gist, Y. Harris, T. Hope, B.M. John, D. Jefferson [Recorder], D. Kanis, N. Maynard, M. Mobley-Smith, K. Schiferl, A. Henderson, C. Wright. E. Gentry [guest, COP] and C. Valenciano. [B. Rowan, not present - on University travel].

1. The minutes of the October 24, 2012 Council meeting were approved as circulated.

OLD/RECURRING BUSINESS

2. **Technology Updates**

Mr. Shinde not present.

Shinde

3. **Enrollment, Retention and Graduation**

Ms. Henderson no report.

Henderson

NEW BUSINESS

4. **Draft Credit Hour Policy: Status**

The Provost recapped the various committees and entities across campus that reviewed the draft policy. Provost Council had agreed to include language on credit hours on their syllabi. Kanis reported at least 12 of his special session courses have language in their syllabi. Valenciano reported on the University Council's recommendation. They asked for more input for graduate courses for the spring. The PC asked for language recommendation to include in all graduate syllabi. Grad Council adopted draft policy on proposed changes in credit hour language. Faculty Senate will also review the policy at the next meeting.

Valenciano

Dr. Cronce indicated that the credit hour policy had passed the UCCC earlier; he also articulated several anecdotal comments from the assembled faculty including the concern that the policy's future use might involve the imposition of a mandate from the administration to include elements in a faculty member's syllabi specifying assignments and course content with respect to the policy. Members of the UCCC suggested that the policy language be included in a universal syllabus from a college or department rather than for individual classes. A further suggestion involved the publication of the policy in the faculty and student handbooks as well as placing an active hyperlink to a page on the CSU website. Finally, the concern that the absence of rigor in an individual faculty member's syllabus might be responded to utilizing other evaluation procedures and informal communication rather than forcing the majority of faculty to include a syllabus entry where such academic rigor is present. It was emphasized to the faculty of the UCCC that the policy was the re-articulation of an existing policy rather than a new creation *ex nihilo* that was needed for HLC and our response to several federal mandates. Faculty should already be reminding students (and their faculty colleagues) of the policy in their classes.

5. **University Catalogs**

The revised UG catalog has been posted with the changes in the Enrollment Services and Financial Affairs with a notation of posted changes.

John

6. **Assessment & PME Reports: Status Update**

Rowan [tabled report]

7. Commencement Updates

Wright

There are 255 applications approved with 26 denied and 67 graduates for fall commencement. Nov 7, 8 and 10 are the dates for Commencement Countdown. As of now only 80 students have purchased their regalia. The number of denials has decreased.

The commencement speaker needs to be identified.

8. Announcements and Adjournment

Provost: No one, including faculty, are authorized to sign or enter into a contract for the University or their program. If the agreement is obligating the university to pay something, it is a contract. The only ones authorized to sign are the President, Provost and VP Administration and Finance, but the latter two have a maximum threshold for authorization. The Provost only signs if the documentation is in CSU Buy.

- ✓ Ms. Maynard – next options brochure is available, there are a number of tours listed.
- ✓ Dr. Westbrook – a number of CSU students are still in New York following the Thurgood Marshall Conference and their travel interrupted by Hurricane Sandy. They are all safe and well.
- ✓ Dr. Gist – the College has received official word of NCATE accreditation
- ✓ Dr. Mobley-Smith – faculty member had a heart attack and he is doing well
- ✓ Dr. Darga – next week there are special programs for advisors (training and orientation). Please respond to Tennell Edinburg on the training.
- ✓ Ms. Tiffany Hope – International Week is Nov. 13, with the kick-off speaker the Counsel General from South Africa
- ✓ Ms. Schiferl – still accepting season ticket checks. CSU had a 7% jump in graduation. Distribution of Chronicle article on student athletes and graduation rates (Oct. 25).
- ✓ Dr. Cronic – thanks to all who attended the Line
- ✓ Ms. Henderson – need to get the sign-off on the academic calendar so that the Registrar will post, this is the minimal dates. Course Scheduling needs the spring courses from all units. Need to look at the changes based on Astra programming and the impact.
- ✓ Dr. Jefferson distributed copies of the *Policy on Hiring CSU Graduates* and a list of departments who have Distance Learning Policies as per the Contract. [The Policy will be presented to PEC for review]. A reminder of pending personnel actions: Deans submit their recommendations on the following by:
 - October 22 – 2nd and 3rd Year Retention
 - November 14 – Promotions and PAI
 - November 23 – Sabbatical, Retraining and Administrative Educational Leaves andCSU has a contract for posting positions with *Inside Higher Ed* for unlimited job postings electronically. OHR and Admin Affairs handle this contract. As of today, CSU has not used it lately and the contract runs until 12/31/12. We get a 50% discount on premium postings and Spotlight Ads are discounted to \$800 for 30 days. There is unlimited access to the credentials bank at Insider Higher Ed.
- ✓ Dr. Phillip Beverly enumerated the following:
 - Credit hour policy - does it need to be in each syllabus versus faculty handbook, catalog and other universal places (orientations, college and department meetings). Concern in length of syllabus and inclusion. The Provost will review the federal guidelines on whether it must go into syllabi. VP Henderson provided the PC with a statement on the HLC website that provided a statement that only a policy is needed that takes into account college, department and program needs.

- Surveillance – some faculty are concerned and most monitoring is needed for protection; however, we need written policies on surveillance to protect the university, as well as the individual.
- Emergency Management extends to off-campus events, includes Study Abroad, groups away from campus for notification, location with plans for evacuation, relocation, etc. CSU still does not have a posted EMP.

The meeting was adjourned at 2:45pm.

DRAFT