

CHICAGO STATE UNIVERSITY
Provost's Council Minutes
September 26, 2012

Attendees: S. Westbrooks [Presiding] J. Balogun, P. Beverly, P. Cronce, R. Darga, N. Grim [rep. COE], Y. Harris, T. Hope, D. Jefferson, B.M. John [Recorder], , D. Kanis , N. Maynard, M. Mobley-Smith, B. Rowan, K. Schiferl, C. Wright.

1. Approval of 9.19.12 Minutes

The minutes of the 9.19.12 Provost's Council were approved as circulated.

2. Enrollment Update

The Provost reminded the Council that she sends out the data regularly and sent the most recent data out this week. She thought that VP Henderson would meet with the group and provide info.

3. Technology Update

The Provost has informed Mr. Sindhe that, in light of the hectic nature of his transition into the CIO position he should feel free to attend the Council when he deems it necessary.

4. Assessment Update

Dr. Rowan reminded the Council that the Assessment Workshops were held on Monday & Tuesday of this week. The draft PME plans are due on September 30th. The Fall Convocation, which will address assessment, will occur on Tuesday, October 2, 2012 in JDC.

5. *Interviewing & Search Committees: Dr. Renee Mitchell

Dr. Mitchell, Director of HR, presented information that was based on questions that emerged from the last Manager's Boot Camp regarding the interview and search committee processes. She informed us that the HR website has a plethora of information regarding the process including such issues as - search committees make recommendations not rankings of candidates and search committee chairs should keep materials for 2 years.

6. Pool Shut Down: Mrs. Monique Horton, Ass. Dir. Physical Facilities

She informed the Council that the pool will need to be shut down for 4 weeks for ceiling maintenance. Dr. John asked if this was in addition to closing for pool cleaning in December. After discussion with the Council regarding swimming classes and the Options program it was determined that the best four week period for closing is Monday, December 10th through Monday January 7, 2013. The Options Program holds its first 2013 swimming class on January 12th. Classes begin the day after MLK's birthday and Commencement is on December 13th. Discussion ensued regarding the aesthetics of the work being done on the ceiling and its appearance during commencement in the adjacent building, JCC.

7. CIP Codes

Dr. John provided an update on the submission of CIP codes by Deans. Outstanding documents remain from a portion of the College of Health Sciences and the College of Business.

8. Intersession Update

Dr. John provided an update on the number of intersession courses. There are currently 23 courses that will be offered. The provost identified her goal for this year as 25 courses.

9. *Year Longs

This new form that was created by Institutional Effectiveness & Research based on the merger of a the Faculty Activity Analysis [FAA] , a form created by Academic Affairs and the yearlong. The form must be completed by all faculty, per the faculty contract, if they are engaged in any activity for which they receive anything of value [e.g. if an individual is incorporated and provides consultation, that activity should be listed]. Discussion ensued regarding the difficulty of using the form, as currently configured, for all personnel since all do not necessarily fit into neat categories of strictly administrators or strictly faculty. Recommendations included: create a separate form for administrators, need clear guidelines regarding who should complete the form, administrators need to have a form that captures their public service role and there should be multiple forms for different roles.

10. DACs

Department chairpersons have a revised DAC deadline fo October 1, 2012. The provost stated that she could not participate in the last [9.19.12] Provost's Council but spoke with some deans. She does not want faculty to feel as though they must make changes based on dean's recommendations. She informed the deans that they should stay out of the process and let faculty do what they need to do with the DAC.

11. Announcements

- **Commencement date: Thursday, December 13, 2012@ 11am in JCC.**
- **Commencement Countdown:**
Wednesday, November 14, 2012, 10am until 5pm, CRSUB, Rooms B & C
Thursday, November 15, 2012, 12pm until 7pm, CRSUB, Rooms B & C
Saturday, November 17th, 10am until 4pm, CRSUB, B & C
- **Graduation Reception: Saturday, December 1st, 5pm until 7:30pm, Library, 4th Floor**

12. Other Matters

Dr. Balogun distributed a brochure entitled, Safer Sex Fest, referenced African American females as the fastest growing AIDS population and encouraged the Council to attend and support the event advertised by the brochure.

Dean Kanis stated that the Adjunct Faculty Training was excellent and a presentation made in the course of that in-service describing the technological advances that will be available in the classroom was phenomenal.

Dr. Mobley –Smith informed:

- ✓ Dr. Balogun that in her meeting today with Walgreen's, they identified interest in supporting the AIDS initiative in the College of Health Sciences.
- ✓ the Council that for the second time in two years COP students won the student poster competition.
- ✓ and reminded the Council that they are cordially invited to the David Slatkin Symposium on October 19th & 20th, attendance is free for all faculty, except lunch. Please RSVP.

Dr. Beverly stated:

- ✓ Deans have been notified of their faculty senate vacancies.
- ✓ the Faculty Senate Executive Committee is going on a listening tour - graduation & evaluations.
- ✓ the next Faculty Senate meeting will take place on Tuesday, October 2, 2012.
- ✓ that regarding enrollment, we have data regarding numbers what about the question of how far down is the University in terms of capacity?

Dr. John informed the Council that despite the edits there are still errors in the posted catalog such as names of personnel no longer employed by the University. It is the responsibility for the VP's and Deans to review their units of oversight for errors.

The meeting was adjourned at approximately 2:25pm.

*Material[s] distributed

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