

Chicago State University
Provost's Council Minutes

April 10, 2013

Attendees: *S. Westbrook [Presiding], J. Balogun, P. Cronce, D. Collins, R. Darga, E. Gentry (guest), L. Reed, Y. Harris, R. Hines, D. Jefferson, N. Maynard, B. Rowan [recording], K. Schiferl, D. Kanis, C. Valenciano, C. Wright, P. Beverly.*

Meeting Topics: Minutes, Technology Updates, ERG, Status of Math 0990 Proposal, Yearlongs and Overrides, Fulbright Campus Representative, Electronic Portfolios, Course Articulations and Transferability, Honors Convocation and Commencement Updates, Assessment Updates, Other Matters.

The meeting convened at 1:04 p.m.

1. **Minutes**. – Minutes of the March 20 meeting were approved as submitted. Motion: B. Rowan; second – P. Beverly.

OLD/RECURRING BUSINESS

2. **Technology Updates** -- no report
3. **ERG** – no report

NEW BUSINESS

4. **Status of Math 0990 Proposal** – D. Kanis met with STEM faculty recently. Update forthcoming.
5. **Yearlongs and Overrides** (Jefferson) -- yearlongs are due according to the university timetable. We must gather personnel actions around the timetable. Chairs must use appropriate personnel forms according to their status. A clarification was provided around contractual provisions for CUE adjustments.
6. **Fulbright Campus Representative** (Jefferson) -- representatives needed for CSU, including administrators and faculty. Council members offered recommendations.
7. **Electronic Portfolios** (Jefferson) -- D. Jefferson is working with IT to develop a portfolio management system. Lecturers' subset is the pilot group. Should streamline and enhance the evaluation process. Shared a flowchart of the process and asked for feedback via the departments.

(continued)

8. Course Articulations and Transferability -- Arts and Sciences (Westbrooks): meetings for English/Foreign Languages, CMAT and Art and Music, and Criminal Justice, Philosophy, and Political Science are planned. Other colleges have completed their articulation reviews.

9. Honors Convocation and Commencement Updates (Westbrooks) – proof for convocation booklet forthcoming. Regarding the Graduation Celebration, the Commencement/Honors Convocation Committee has formulated a plan of events. Feedback from previous events is being used. Students to give testimonials at the event. All Commencement information is organized into a bulletin available online at the Commencement webpage. Further communications forthcoming.

10. Assessment Updates (Rowan) – all undergraduate programs to provide curriculum forms to specify titles of courses related to the senior thesis/capstone/project/experience requirement as well as associated program description language. S. Westbrooks indicated the submissions will ensure that students have clarity as to what is required of them, that our associated information is clear in the catalog, and that our documentation is complete and up-to-date.

Regarding the Assistant Provost/Graduate and Professional Studies search, B. Rowan thanked the Council in advance for their participation in the visits. Each candidate will meet with the Council as part of his/her campus visit.

A Curriculum Workflow Meeting will take place late April to review and gather suggestions on the curriculum approval process. D. Jefferson indicated that with respect to online and courses that change formats, contractual provisions must be followed. The Distance Education Form must be submitted. D. Kanis asked that a list of instructors who have completed CTRE certification be provided. Council members commented on issues with Moodle and the network around online courses. P. Shinde to be invited to the Council in re.

B. Rowan indicated that procedures for enforcing assessment coordinator requirements would be formulated for distribution in 2013-2014 academic year. These procedures will build upon existing practice and address those few coordinators who do not attend professional development sessions and/or do not submit their required reports.

B. Rowan asked that information for updating college accreditation webpages be provided.

11. Other Matters –

K. Schiferl noted that baseball won its first Great West Conference game this term. The Council discussed response to Grades First report requests. A planned student-faculty event for the new baseball field will be reformulated since completion of the field is delayed.

D. Kanis noted that Robert Grubbs, a Nobel Laureate, will speak on campus Wednesday, 1 p.m. Douglas Hall.

N. Maynard shared that the new Options booklet for Spring and Summer 2013 has been published.

R. Hines noted that the HLC Annual Update would be submitted by April 19.

R. Darga shared a schedule of meetings around campus advising, with the goal of analyzing current practice and advancing recommendations for an improved model. P. Cronic and K. Schiferl to serve on this project.

C. Valenciano shared that Graduate Council passed 27 curriculum actions, many of them course deletions. The Council also is looking at an automated system for curriculum approval.

E. Gentry noted that last Friday was the final day to submit catering orders to Thompson Hospitality.

C. Wright distributed a draft catalog deadline schedule and asked for feedback via the departments. She also shared that the current catalog is being analyzed vis-à-vis Banner to identify any inconsistencies.

S. Westbrooks shared (for D. Collins) that the Entrepreneurial Idol contest will occur again in May. A related flyer was distributed.

S. Westbrooks noted that chair appointments are up in May 2013; elections should be held to identify chairpersons who begin work June 1, 2013. Faculty recommendations are provided to the Provost.

P. Beverly reported that:

- Faculty Senate is drafting a policy on faculty providing writing samples as part of interviews.
- Faculty Senate is proposing a revision of the HR process for faculty hiring
- Student Probation process should have been vetted through Faculty Senate sub-committees
- Distribution of RAPs for student registration was requested prior to publication of Course Schedule Bulletin
- Faculty Senate elections forthcoming; nominees requested by May 7, 2013
- It is unclear why two administrators need to sign off on the Master's Thesis form.
- It is unclear what process we are to use for fire evacuations. Additional training is needed. Campus Security needs to provide information.
- We need a policy around carrying firearms on campus. (S. Westbrooks indicated she would contact Campus Security in re.)

Meeting adjourned 3:10 p.m.