

Chicago State University
Provost's Council Minutes

April 17, 2013

Attendees: S. Westbrooks [Presiding], P. Cronce, D. Collins, R. Darga, M. Mobley-Smith, T. Reed, T. Hope, D. Kanis, N. Maynard, B. Rowan, D. Jefferson [recording], C. Wright, J. Balogun, Y. Harris, Elmer Gentry.

The meeting convened at 1:00 p.m.

1. **Minutes** – Minutes of the April 10, 2013 meeting were approved as presented with typo errors corrected.

OLD/RECURRING BUSINESS

2. **Technology Updates (Shinde):** no present
3. **Enrollment, Retention and Graduation (Henderson):**

NEW BUSINESS

4. **Status of Math 099 Proposal (Kanis)**
5. **Senior Thesis, Capstone Course/Research Project (Rowan):** thanks for submitting. Some have reached Faculty Senate and UCCC. Get proposals and associated language changes for submission to catalog. There have been course changes, so it is timely.
6. **Graduate Programs – GPA and Probation, Updating College Accreditation Web Pages (Rowan/Wright):** Rowan -- Working with C Wright to update the pages. The Web Office wants Provost to decide who makes the changes. Rowan will be happy to do so, consensus he will do so to make standard. Wright -- There is inconsistency in the catalog regarding probation, process and actions regarding good academic standing. Inconsistency between university and department/college language. Graduate Council is looking at defining it as a 3.0 GPA however, need to determine probation and good academic standing and whether it is 2 or 3 terms in that status. There are many questions: what happens to students with GPAs less than 3.0, financial aid, seeking graduation but never admitted into the program, advisors checking on continued registration yet not maintaining GPA? Pharmacy has clearly defined parameters and it was not included in the discussion. Kanis asked about professional advisors who could serve as gatekeepers. Grad Council will discuss and present a recommendation. Need to consider instituting administrative hold to prevent probationary holds and for at-large graduate students.
7. **Streamlining/Consolidating Curriculum Routing Forms (Cronce):** Encountered difficulty on routing forms and some unique actions where more than one college or department is involved. A work flow meeting is being established. Initial meeting with those signing the revised form followed by meeting with chairs and deans on usage.

8. Course Articulations and Transferability: Meeting Status – College of Arts and Sciences (Westbrooks): The times and dates are set for 5 programs on Thursday afternoon.

9. Honors Convocation and Commencement Updates (Westbrooks): Convocation --Set for Thursday. We received all nominations. There were some significant edits for the program booklet. All deans will be present to read names. Marching at 6 p.m., so arrive on time. No regalia. Faculty Marshals will decide on regalia, they might. Deans will receive a card from each student, ALL awards will be read at one time for that student. Reception immediately afterwards in the JCC Lobby. Cronic is writing the student's information on the Persistence Award and the President's Cup. Commencement – April 27 is the graduation celebration. Deans need to acknowledge attendance and whether they are addressing students. Four deans will be present – Cronic, Kanis, Collins and Maynard with remarks. Balogun will attend. Commencement Countdown – Students must participate in Countdown to march. They receive 2 reception tickets, commencement tickets and regalia. Those ordering on line can pickup regalia at Countdown. Others can purchase regalia at Countdown through Follett's Bookstore. Thursday, Friday and Saturday, April 25 -27.

10. Announcements and OTHER MATTERS:

- a. Cronic: handout on Honors College structure with core value emphasis -- Presidential Scholars (leaderships), Honors College (scholarship) and Presidential Ambassadors (service). Upperclassmen and transfer students can participated in the Ambassador program. Applications are online.
- b. Collins: David Anderson (Finance 2012) will speak about the White House Internship Program on Thursday, April 25 at 12:30 in BHS 500.
- c. Balogun: aligned college's strategic plan with the university's after two years. [Pharmacy has completed, and Business is working on theirs. Each college should have one that mirror's the University's. Once the plan was approved, each college and unit should work on completing activities]. May 15 is the Health Science Induction Session.
- d. Mobley-Smith -- Friday May 3, 2 – 4 p.m. Pharmacy Capstone Research Projects on display; hooding for 2013 is Wed., May 15, 10:30 a.m. in Jones. Raised the legislative issue regarding bill for open access to research, publications. If the intent is to create an institutional task force to monitor and create a plan it is okay, but problems if they want more. Provost said send the response to Farah Muscadin.
- e. Reed: not doing strategic planning but workforce planning and succession planning. OHR has attended sessions and Budget will come. Special Education, May 9 is a poster session for the master's students and GPED program will have a separate session.
- f. Maynard: the students for the Black Dance forum were great. Channel 7 covered CSU students. The University videotaped the performances.
- g. Darga: National Library Week. Great panels and other activities throughout the week. Friday the Gwen Brooks Center will officially move into the Library. Provost Colloquium was on Friday. Working on Strategic Plan – in line with PME. Provident Hospital Foundation is giving five \$1,000 scholarships to nursing students. Working on Strategic Plan – in line with PME.

- h. Kanis: STEM week next week. HBCU President will speak, Wed. Douglas 3041; MSNBC has a student speaking on gun violence. Working on Strategic Plan – in line with PME.
- i. Harris: In 3 – 4 weeks external auditors will return. They will ask for copies of all reports to agencies for FY 13 and copies of receipts; information on all funded grant programs on all students working. Harris is trying to be pro-active asking for data, so make sure all faculty members who are fiscal officers on grants know and retrieve the information. Need to work on getting information requested on the first request and expeditiously.
- j. Westbrook: Deans have empowered fiscal officers who report to them and they are making mistakes. There are more unauthorized purchases without consequences for their actions or controls in place to monitor. They need to respond to comments in the system tracking process, not call the provost. Need to stop requesting exemptions. This is indicative of poor planning, lack of processing. It will stay in the Provost's box until the individual responds. Collins, and others concurred, that Financial Affairs often delays the process by not notifying units, taking action on items in their area. Provost stated that when this occurs and she asks for rationale or reason, this should be in the explanation. These issues should be asked during the fiscal officer's monthly meeting.

Meeting adjourned 2:45 p.m.