

Minutes of Provost's Council Meeting, dated April 24, 2013

Present:

Joseph Balogun, Phillip Beverly, Derrick Collins, Philip Cronce, Richard Darga, Yvonne Harris, Resche Hines, Angela M. Henderson, Tiffany Hope, Debrah Jefferson, David Kanis, Miriam Mobley Smith, Lorrie Reed, T. Bernard Rowan, Yan Searcy, Prashant Shinde, Cynthia Valenciano, Sandra Westbrooks (Chairperson) and Constance Wright

1. **Call to Order-** The meeting was called to order at 1:05 by S. Westbrooks
 - a. Motion to approve the April 17, 2013 minutes with corrections offered and seconded. No objections.

Old Business- No Old Business

New Business

2. **CSU Shuttle Service:**
 - a. S. Westbrooks explained that the Police department is requesting feedback about summer bus shuttle service. D. Jefferson said staff and employees use the shuttle regularly around campus. She moved that the school only schedule the shuttle to run during summer school session class times : 10y; 2nea; 2abstained
3. **Curriculum Process Meeting Update:**
 - a. B. Rowan stated that a curriculum process meeting to review the routing process will be held Friday at 3:00pm NAL 443 (deans conference room). Dr. Fernandez was invited to the meeting to discuss the hybrid and online classes and approval.
4. **Advising Recommendations:**
 - a. Advising meeting is Tuesday April 29, 2013, 11:00am at library in NAL 443 (Dean's conference room).
5. **Accreditation letters:**
 - a. B. Rowan requested that the colleges send their updated letters of accreditation to him. He is also updating the accreditation pages for the various colleges. Also, IBHE approved 6 post baccalaureate certificates in education.
6. **Course Articulations:**

- a. Still working on the course articulations. Y. Searcy said there was a goal to get it finished next week

7. Honors Convocation and Commencement:

- a. We will need an increase of volunteers for convocation. Four faculty Marshalls are requested from each college except Arts and Science. Seven to eight faculty Marshalls are requested from the College of Arts and Science. S. Westbrooks requested the names by next Wednesday. Thursday is the last day for S. Westbrooks will receive the names. Tiffany will need 85-100 volunteers for commencement. Please ask the staff in your department if they are willing to volunteer, including student workers. Volunteer names should be submitted to Tiffany Hope.
- b. Pharmacy will communicate if they need interpreters for the hooding ceremony.
- c. P. Croce did not receive list of the designated presidential scholars.
- d. Friday deadline for lists for accuracy.

8. Web time Entry:

- a. Within the next 2 weeks you will get an email from human resources telling you how many sick and vacation days you have accrued. The system now reflects hours. Verify these days when you receive the emails.

9. Enterprise car rental:

- a. CSU entered into a contract for distance driving with enterprise. It goes through CSU buy. All questions should be gathered for the fiscal officers meeting.

10. Fiscal Matters:

- a. Unauthorized purchases discussed.
- b. 42 days left until the end of the fiscal period.
- c. Next Tuesday last day for travel authorizations. Out of state travel. IT MUST BE RECEIVED THAT DATE. Reimbursement must be approved with all signatures. Reimbursements for travel should come up at the fiscal officers.

11. Other matters –

- a. Provost passed out a list of pertinent annual events that the colleges hold. She would like Deans to contact OME to avoid conflicts. Please contact OME about the dates. A notification process is being finalized to confirm events.

- b. P. Shinde explained the wireless outage in the library. P. Shinde explained that if there are any outages please contact them.
- c. J. Balagon - induction ceremony invite Tuesday, May 14,2013
- d. L. Reed. -College of Education faculty and students presented a paper at a conference that received best paper and best presentation honors. COE Faculty member also received a letter from the Mayor for work with Disabled persons.
- e. R. Darga : Oral history - Margret Burroughs series Tuesday 11
- f. R. Hines: IER created a college profile link on the website. IER will activate a link for every college.
- g. Y Searcy: May 4: Stephens 5k & Commencement reception 6:00-800 on Saturday
- h. B. Rowan- Assistant provost search meeting with Provost's Council has scheduled meetings with the candidates tomorrow and Friday
- i. Wright – All colleges will receive a their portion of the graduate catalog to verify content.
- j. E. Gentry - Pharmacy capstone poster day is May 3, 2013
- k. A. Henderson - Saturday - military ball in the rotunda from 4-9
- l. Kanis- Nobel laureate speech went well.
- m. T. Hope: Enrollment Management and T. Hope working to increase yield of international students by partnering with community colleges. Representatives from CSU and Moraine Valley have met on the topic.
- n. P. Beverly:
 - i. Suggested the University create a Community emergency response team
 - ii. Senate discussed who has the authority to reject grade changes

- iii. Request: Create publication deadlines for the course schedules and print paper copies

Adjourned- 2:15