

Chicago State University
Provost's Council Minutes

February 13, 2013

Attendees: *S. Westbrook [Presiding], P. Cronce, D. Collins, R. Darga, E. Gentry (guest), L. Reed, Y. Harris, R. Hines, T. Hope, D. Kanis, N. Maynard, B. Rowan, D. Jefferson [recording], K. Schiferl, C. Valenciano, Excused: C. Wright (off-campus meeting) and Balogun (at accreditation site visit).*

The meeting convened at 1:00 p.m.

1. **Minutes.** – Minutes of the January 30, 2013 meeting were approved as presented.

OLD/RECURRING BUSINESS

2. Technology Updates (Shinde): No updates from Technology or Enrollment (Henderson).
3. Enrollment, Retention and Graduation: (Henderson). No updates from Technology or Enrollment Still enrolling if class has not started. Feb. 25 is Census Date. Each dean will receive a list of all majors and programs in their areas. There will be a separate report for C Valenciano for sharing with graduate council.

NEW BUSINESS

4. **PMEs and Assessment (Rowan):** Only one college has not responded and Rowan will talk directly with that dean. The deadline has passed. Rowan and Westbrook will talk about this issue. PME – he will share with deans the access codes for LiveText for the PME account. Each dean should review unit plans in their college, especially the PME assessment portion. By end of the year, there will be feedback to the deans on their budgets. Watch/not assessment of non-learning student outcomes. These are service, community or other engagements – program outcomes and benchmark criteria. Next year you submit the FY 14 report and the draft FY 15 plan.
5. **Digital Publishing (Darga/G. Porter):** Distributed handout on levels and types of support available in the Library for student thesis/dissertations. These will be shared at the Graduate Council. Need contact names/numbers by program areas. There should be several contacts by college and/or program. Units need to develop workflow process for review, approval, and submission to the Library. They are still awaiting final approval of the contract/license agreement from Legal Affairs. Westbrook suggested the compilation of data from the form is posted on the Library website. Porter said the plan included that posting. Submit the contact material by: February 27 [submitted at Provost Council by Deans]. Another suggestion is a software format feature such as the comments and tracking changes function in Microsoft Word to help

in the review and development process. This should be investigated with ProQuest and other publishing software systems. There also needs to be a flow and authorization system in place for moving from student, committee approval, dean approval, graduate council approvals, etc. prior to actual publishing in ProQuest.

6. **Unauthorized Purchases and Timely Travel Authorizations (Westbrooks):** We want to support faculty and staff development, but stay within program, state, and university guidelines. Some units have funding, so look before saying “no.” There are procedures and processes to follow for purchases and travel authorizations. There continues to be individuals trying to circumvent the process. This disrupts the flow. Currently, there are procedures for funds via CTRE for faculty procedures for applying for funding. All forms are online. When CTRE denies a faculty for failing to follow timelines or other reasons, individuals have gone to the president rather than following protocol. Please make sure you follow your own procedures and those of other units.
7. **IBHE Updates (Harris):** Packets were distributed on (1) IBHE New Units of Instruction – community colleges and privates requesting, especially from not-for-profit and for-profit institutions; (2) private corporations joining with colleges for on-line institutions (MOOCs) that carry college credit; (3) Building Guided Pathways, (4) Complete College American, (5) Core Principles for Transforming Remedial Education. Go to site on retention and remediation for national figures [<http://completecollege.org>]; and (6) Legislative updates - pension reform, scholarships, employee educational benefits, textbook bill, veterans, messages to students on voter registration, college readiness and workforce readiness, MAP and ROTC – annual exam to assess candidates. These new bills and documents on policy changes have tremendous impact on how universities operate. IDOT came to Chancellor/Presidents meeting seeking associates, bachelors and masters in logistics, air traffic control and pilots. Will help with scholarships and internships, will fund a summit on the topic. Continuing education programs could help with this area for post bachelor certificates.

IBHE, Alan Phillips, Deputy Directory, gave a special presentation at CSU on Tuesday, February 12, on budgets, competition and innovation to higher education. Each Dean should share with chairs and faculty. Thanks to the Grad Council members that postponed their meeting to attend this special meeting with IBHE and the Faculty Senate.

8. **Advisor Training for Satisfactory Academic Progress (SAP) [Westbrooks]:** Decision making by deans – when there is a question about student failure to meet SAP is not a provost decision or an individual dean’s decision. The student either meets the SAP criteria or not, but have a right to protest. When this occurs, each college should have their committee review; if it is on a graduate student then the college graduate council should address this issue and the appeal. The University Graduate Council also should make the recommendation. Make use of the committee review process. There will be an additional session.
9. **Announcements and OTHER MATTERS**

- a) S. Westbrooks: There will be a composite ad in the Chronicle for deans of Arts and Science, Honors and Education. It is in the best interest for Academic Affairs to do its own. The search committee will complete a job description for the Education search. There will be faculty from secondary education in Arts and Science on that committee.
- b) S. Westbrooks: ASSOCIATION DUES: all requests for memberships should be submitted now for expirations until June 30. Send the Provost invoices to provost for payment so we get all bills paid.
- c) D. Jefferson/N. Maynard: Update on the UBC. Each presenter should be given a document for review and modification.
- d) D. Jefferson: need the proposed dates for chairperson training is 2 – 4 p.m. Friday, March 1 in the Band Room, HWH 101. Topics: Banner, CSU Buy, Revised Work schedule form with FAA, the yearlong process and forms with 50% statements, and compliance. Mark Smith and Leslie Roundtree are co-coordinating with me. They want this from the end user perspective and a self-help session. I've asked various units to attend for support. I may ask HR to attend because they cancelled their hiring workshop (2 sessions) this week and web time entry because only 3 people signed up for them. [reminder: go to web time today]
- e) R. Darga: Thursday activities such as CTRE Speed dating event.
- f) K. Schiferl: Progress reports on athletes went out on Tuesday. It tracks response rates by college and class, and she can give you information. This asks for more than Early Warning, but only 21% response rate. This complements the Early Warning, and does it about 3 times a year.
- g) M. Mobley-Smith: There are problems the WEPA printer system across campus. There needs to be a representative from IT at our meetings so we can discuss issues and needs on a regular basis.
- h) N. Maynard: Women's self defense training is this Saturday, 3 to 4 p.m., JDC for \$13. There are plans for another session, for free.
- i) C. Valenciano: Reschedule University Graduate Council for Feb. 19, 2:30 p.m. There is new language proposed by CAS for admission; PME review of the curriculum, college level graduate councils and standing committees. ERG, IRB and thesis matrix checks will also be discussed.

Meeting adjourned 2:20 p.m.

