

Minutes of Provost's Council Meeting, dated February 20, 2013

Present:

Joseph Balogun, Phillip Beverly, Derrick Collins, Shelia Collins, Carmita Colman, Philip Cronce, Richard Darga, Curticine Doyle, Elmer Gentry, Yvonne Harris, Resche Hines, Angela M. Henderson, Tiffany Hope, Debrah Jefferson, David Kanis, Sabrina Land, Nelly Maynard, Miriam Mobley Smith, Lorrie Reed, T. Bernard Rowan, Karen Schiferl, Prashant Shinde, Cheri Sidney, Sandra Westbrooks (Chairperson) and Constance Wright

Meeting Topics: Enrollment Management Updates, Study Abroad Programs

Call to Order- The meeting was called to order at 1:05 by S. Westbrooks

BUSINESS

1. **Approval of Minutes**

- a. D. Kanis offered a motion to approve the February 13, 2013 minutes. The motion was seconded by R. Darga and the document was approved.

2. **Technology updates**

- a. P. Shinde requested a revised list for Faculty IPADS requests. The Provost will gather the information and send a revised list to Mr. Shinde.
- b. C. Doyle discussed the activation of the Wepa printing kiosks around the campus community. All of the machines are not currently activated. IT is working to systematically have every machine installed and activated by March 8, 2013. Students can purchase cards for the machine at the Cashier's Office or pay with a credit card. IT is planning to link the Cougar Card to the system so students can utilize their campus ID's to print.

3. **Enrollment, Retention and Graduation**

- a. C. Sidney distributed a summary of fall application admissions report. A list of the admitted students is being sent to the deans. Three thousand twenty-one (3021) applications have been submitted for Fall 2013 admissions and one thousand twelve (1012) students have currently been admitted. Enrollment Management will contact students who submitted incomplete applications to the University and encourage them to complete the process. One hundred twenty eight (128) graduate applications have been submitted for the Fall.
- b. The online payment system is fully implemented. Applicants and students can pay application fees, graduation fees, and tuition through this system.
- c. C. Sidney also explained that the University will begin participating in the Common Application in Fall 2014. The Students admissions review committee,

chaired by Ivy Dunn, will review and evaluate the application and the University's criteria for admission. All changes will be implemented for the fall 2014 application.

- d. **Marketing-** S. Land explained that ads have been running on various Comcast stations in the Oak Park area. The ads are running during shows watched by the target demographic of the University. Ads will also run on El Bueno and El Passion, Latino radio stations within the market. Land also explained that advertisements are on CTA buses, elevated train stops at Roosevelt and Halsted and bus shelters located at Prairie State and Moraine Valley Community Colleges. Lastly, brochures for each college will be produced. The campaign for this year will focus on displaying the academic and programmatic rigor of the university.
 - e. S. Collins announced that the Cougar Start U dates are June 5, 6, 8,12,13,22 for freshman and June 15,19,20,22 for Transfer students. Collins requested that advisors be scheduled to attend the every date.
 - f. S. Collins also requested that faculty participate in the University college interviews. The dates are March 16, March 25, April 17, and April 18. May 31, 2013 is still a tentative date. S. Collins stated that three representatives will be needed for each date. The college typically schedule fifty (50) students per date. Training will occur for participants. University College plans to enroll one hundred twenty-five students for the Fall 2013 class.
 - g. R. Hines-Return of title 4 for 100% withdrawal from the University is automated. The web based form initiates a request to the registrar's offices. Colleges and other pertinent offices must identify the contact person who is notified when the student completes the web form. Contact C. Sidney for return of title 4 concerns.
 - h. A. Henderson announced the Ambassador program. For the Ambassador program, a University graduate or representative hosts groups of potential students to encourage them to attend the University. Volunteers are requested.
 - i. The University submitted a dual enrollment program proposal through the African American Male Resource Center and Chicago Public Schools.
4. **Naming Rights Project-** F. Muscadin reported that RFP will not currently discuss the naming rights for the 95th Metro stop and the 95th redline stop. F. Muscadin asked Deans to identify their corporate partners who may participate in the effort
 5. **Academic Warnings-** Academic warnings were sent out by Shawnice Alvilez
 6. **Graduation Rates-** S. Westbrook will distribute the students who are in the First Time Full Time Freshman 2007 cohort. S. Westbrook is encouraging departmental personnel to communicate with the students to encourage them to graduate.
 7. **Study Abroad-** T. Hope stated that International programs will be reviewing the study abroad options to offer students more economically feasible options. However, students currently need \$100,000 to attend the study abroad trips for Summer 2013. The budget transfers must occur by March 29, 2013. A study abroad student also spoke about her study abroad experience and created a documentary: The Beauty of Everyday Life in Africa.

8. Online Certification Training and Advisor Training for Satisfactory Academic

Progress- All instructors who are teaching online courses need to complete CSU online training. However, S. Westbrooks clarified that completion of the training does not guarantee the ability to teach. S. Westbrooks requested that R. Darga review advisor related content before it is distributed to the University Community.

9. Other Matters-

- a. P. Beverly: The purpose of education is not just to get a job. Holistic development should be a priority. Faculty Senate will recommend some suggestions about the capstone/thesis requirement.
- b. Mr. Meeks will ensure that Dr. Reed will be trained in CSU Buy. He scheduled a special session at 10:00 am.
- c. D. Kanis invited council members to the Chris Gardner lecture
- d. R. Darga: Distributed a flyer for a program with Dominican University
- e. J. Balogun: Offered thanks to the University community for support during the Department of Nursing accreditation visit.
- f. P. Cronic: Distributed information for the Honors Convocation scholarship. Dr. Cronic also explained that thirteen (13) students were inducted in the Honors College
- g. D. Jefferson: Reminded deans that the statements of intent for Unit B lecturers were due February 15, 2013. Also, an evaluation and a classroom observation must occur. The evaluation should occur for both nine (9) and twelve (12) month hires.
- h. Gail Cannon will be point of contact for Honors Convocation.

10. Adjournment