

Chicago State University
Provost's Council Minutes

January 15, 2013

Attendees: *S. Westbrook [Presiding], J. Balogun, P. Cronce, D. Collins, R. Darga, E. Gentry, D Kanis, M. Mobley Smith, S. Gist, T. Hope, D. Jefferson [recording], N. Maynard, T. McKinney, B. Rowan, K. Schiferl, P. Beverly, C. Valenciano, C. Wright. Guests: Lisa Young, Ronald Hickembottom, Cheri Sidney, Liz Osika.*

The meeting convened at 1:09 p.m.

1. **Minutes.** – Minutes of the January 8, 2013, meeting were approved as presented.

OLD/RECURRING BUSINESS

2. **Technology** (Westbrooks): The Provost had sent out a request to colleges seeking names of faculty members and chairs wishing to receive an iPad. IT is still distributing iPads to students. The next phase is distribution to faculty and chairs.
3. **Enrollment Services** – Currently the enrollment stands at 5,769, which is down about 430 from spring 2012. Enrollment Services anticipates reaching 6,262, which was the spring 2012 enrollment number. Fall 2012 was 6,107, which was down from the previous fall. Achieving the goal of 6,262 is a challenge because normally enrollment declines in the spring. They anticipate a final push during the Special 12-Week Session.

The Provost thanked all the chairs, advisors and faculty who had worked during the registration on Saturday.

Registration will continue for all classes not yet meeting and for the Special Session. There will be a Saturday registration/enrollment services day closer to the start of the Session, which begins February 12. Registration for the Special Session runs from January 16 through February 11. January 22 is the last day to drop students for non-payment and the Census Report date is January 25.

Enrollment Services announced an organizational change. Brenda Hooker is now with the Compliance Office (Carla Davis). For questions and information see the Associate Directors: Jim Lucke and Tyra Austin. For course and schedule changes see Daphne Townsend or Victoria Smith Murphy.

NEW BUSINESS

4. **Course Evaluations** (Osika): Overall evaluation rating effectiveness for all teaching faculty was 4.329 on a 5.0 scale. There will be a committee to review the process and the results, as well as developing a schedule through next year. An action plan will be

developed to improve the process, procedures and policies for vetting. There will be a website for course evaluations through CTRE.

5. **Wellness Center** (Young and Hickembottom): Representatives from the Wellness Center are available to meet with departments and offices regarding flu prevention and general health issues. The goal is to educate and prevent the spread of the flu. The flu vaccine does not cover one of the four strains of the flu that had been predicted. This is the B strain. However, if all are diligent, use precautions such as frequently washing hands, covering mouths when sneezing or coughing, we will be better. Shots are available because the season runs from November to May. They take about two weeks to take effect. Use Tamiflu if you get flu symptoms. A handout and other items were distributed.
6. **Student Complaint** – As Beverly John transitions back to a faculty position, others in the office will handle student complaints. As a sample of the complaint process, all departments and deans need to document the complaint and maintain a running record for all issues and their resolutions. This process should be shared, but all colleges need to develop its own approach, the triage process and outcomes or solutions.

OTHER MATTERS

- Nursing (Balogun) Accreditation report is complete and a visit is scheduled February 12 – 14 with an NLNAC visit on January 18.
- Continuing Education (Maynard) will offer a self-defense class for women in February, look for flyers
- Adjunct Faculty Orientation (Darga) – CTRE is conducting a second orientation program for adjunct faculty from 8 a.m. to 3 p.m. on January 19. The Library will be closed January 20 and 21 for King Holiday in line with the University's closing.
- HLC Language on Online Programs (Wright) – the Higher Learning Commission has language to define online programs as those having 75 percent or more of its material and contact online. Deans and chairs need to watch approval of courses and schedule so that we manage our offerings. Each course syllabus should include language regarding time/day the course is scheduled to meet. Chairs and deans should track and monitor their programs. There is a severe consequence by both HLC and the U.S. Department of Education because of financial aid, and authorization to offer online course programs ($\geq 50\%$). Exceeding the maximums will result in an audit finding. All curriculum committees should address this issue.
- Lecturer Re-employment (Jefferson) – deans and chairs need to watch the dates for hiring and re-hiring faculty so that paperwork reaches Human Resources and the Budget Office by the dates on posted messages. This includes faculty. If all

paperwork is not processed by the due dates, chairs should inform the new hires of when to expect their first paycheck. This information has been distributed to all fiscal officers.

- PME/LiveText (Rowan): Remind chairs that students do not need to purchase a LiveText Subscription. All students receive a subscription when they enroll. The subscriptions will be activated after the Census Report date. The PME Reports/Assessment Activities are being reviewed by the committee. Upon completion a written report will be sent as feedback to the units. There will be another PME Convocation and awards/recognition.
- Student Activities (McKinney): Welcome Week is continuing, watch for printed flyers. There will be an Ice Skating Rink from 2 – 6 p.m., on Friday the film “the House I Live In” will be shown.
- Graduate Council (Valenciano): The next meeting is February 12.
- Faculty Senate (Beverly): Asked about the correct date for Tenured Faculty portfolios [Jefferson: an IT technical problem with the old and revised calendars both appearing has been corrected. Portfolios are due March 1. Notices have been sent to faculty.]. Faculty asked about the University making an announcement about the seriousness of the Homeland Security announcement about Java vulnerability. IT needs to push an update across campus [Provost: will contact IT about this concern]. The senate would like a name for the Honorary Degree. They also called for re-evaluation of the Senior Thesis requirement and pulling the reference from CAPP and the catalog until a ‘paper trail’ with the protocols for vetting this requirement have been made because this is a curriculum issue, meaning faculty. They also called for a ban on concealed carrying of fire arms on campus and cited a Colorado college example. There was a question about all department curriculum committees sending their requirements to the UCC. Comments about this being done were made by Cronic who will work with Rowan and Valenciano about Graduate Council curriculum changes. The Senate asked about CSU Marketing, and a lack of good exposure especially at campus venues ‘hosted’ by others. An example was the Chicago Public School basketball games at CSU [Sidney: Enrollment Services had plans for booths during appropriate activities and also cited examples of where and how CSU is being marketed.] A final question was on whether CSU has programs for handling the special needs of CSU’s VETs [Sidney: we have counseling and financial aid but will check on other programs.].
- Web Time Entry (Provost): please get your entries in today before 5 p.m.

Meeting adjourned 2:40 p.m.