

Chicago State University
Provost's Council Minutes

January 23, 2013

Attendees: *S. Westbrook [Presiding], J. Balogun, P. Beverly, P. Cronce, D. Collins, S. Collins, R. Darga, E. Gentry (guest), S. Gist, Y. Harris, A. Henderson, R. Hines (guest), T. Hope, D. Jefferson, D. Kanis, N. Maynard, B. Rowan [recording], K. Schiferl, C. Sidney (guest), M. Sukowski (guest), C. Valenciano, C. Wright.*

The meeting convened at 1:00 p.m.

1. **Minutes.** – Minutes of the January 16, 2013 meeting were approved with corrections.

OLD/RECURRING BUSINESS

No updates from Technology (Shinde) or Enrollment (Henderson).

The Provost reminded deans that registration for special session would occur Thursday through 7 p.m. and Saturday from 9 a.m. until 2 p.m.

NEW BUSINESS

2. **Course Design Evaluations** (Sukowski): M. Sukowski provided an update on the implementation of online course design reviews. Under consideration are the following matters: percentage of courses that will be reviewed, categories of courses to be reviewed, the areas of course design that will be reviewed, a process for recommending changes to course design based upon review recommendations, involvement of the Distance Education Committee, and alignment with contractual requirements. Teaching faculty are supported by CTRE to undergo related courses in online teaching.

The Provost requested that a representative from each college be part of the Course Design Evaluation Committee.

3. **Travel Authorizations** (Westbrooks): S. Westbrook indicated that some travel authorizations have been approved without cognizance of the deans/colleges. Grant-related travel and those awarded CTRE grants must be approved via their deans/colleges.

M. Sukowski indicated that faculty must obtain necessary signatures from the respective chair/dean.

4. **E-Book Access** presentation to be made next week.
5. **Student Graduate School Tests** (Westbrooks): S. Westbrook reminded deans that Academic Affairs cannot utilize appropriated dollars or grant dollars to pay for

professional/graduate school test fees of CSU students. Academic Affairs will not approve such requests. It was requested that R. Darga check applicable requirements with Internal Audit and obtain in writing what if any sources may be used for this purpose.

6. **Student Academic Complaints Reporting** (Rowan): B. Rowan circulated a handout on elements of a process concerning reporting of student complaints. Deans were requested to reflect on the points for input toward further discussion at a later Council meeting. P. Beverly noted that any such reporting process should align with contractual requirements and avoid (use of) hearsay.
7. **Assessment/PME Facilitator Forms** (Rowan): B. Rowan asked that any remaining assessment coordinator and faculty PME facilitator forms be submitted by February 1.

OTHER MATTERS

1. N. Maynard: received compliments on the recent swim meet held in JDC for students from the North Shore.
2. M. Mobley-Smith: noted that CVS Care-Met will be on campus March 12 to present an installment of the 250k grant awarded the College of Pharmacy for its Student Tech Center.
3. C. Wright: to send out IAI panel lists next week.
4. S. Westbrooks: CSU representatives will meet with Chicago City Colleges in the next few weeks regarding articulation agreements.
5. S. Westbrooks: noted that federal guidelines have changed regarding SAP (satisfactory academic progress). Related training of advisors to occur soon via the Compliance staff.
6. D. Jefferson: need input from chairs as to proposed dates for chairperson training.
7. R. Hines: IER data for program reviews forthcoming on January 23.
8. S. Gist: inquired as to date for submission of tenured faculty review materials. D. Jefferson confirmed the date as March 1.
9. P. Beverly: noted that concerns continue regarding the HR report about criminal justice hires.

Drew the Council's attention to a recent *Chronicle* report about credit hours.

Encouraged the use of video streaming for training presentations.

Asked that consideration be given to inviting those who are prospective or want-to-be chairs to chairperson training.

Indicated that petitions for incompletes were not always entered properly/processed in timely fashion.

Requested an evaluation of the relative need for intersession and special session.

Requested that flexibility be added to the Drop/Add period by considering the addition of an additional day(s). [It was noted that adding days may impact financial aid deadlines.]

Expressed a concern about the RAVE notice on January 16 and requested consideration of an after-action review.

Meeting adjourned 2:20 p.m.