

Minutes of Provost's Council Meeting, dated January 30, 2013

Present:

Phillip Beverly, Derrick Collins, Sheila Collins, Philip Cronce, Richard Darga, Elmer Gentry (guest), Sylvia Gist, Yvonne Harris, Resche Hines, Tiffany Hope, Debrah Jefferson, David Kanis, Miriam Mobley-Smith, Nelly Maynard, T. Bernard Rowan, Karen Schiferl, Sandra Westbrooks (Chairperson) and Constance Wright

Motions Passed: Motion to support current efforts to initiate, develop, and to complete a proposal in support of the Barack Obama Presidential Library at Chicago State University. Motion Offered by P. Cronce, seconded by D. Kanis. Yea: Nea: 0 Abstain: P. Beverly

Call to Order- The meeting was called to order at 1:10 by S. Westbrooks

OLD/RECURRING BUSINESS

1. **Approval of Minutes**
 - a. P. Cronce offered a motion to approve the January 23, 2013 minutes as amended. The motion was seconded by D. Collins and the document was approved.
2. **Technology Updates**
 - a. None
3. **Enrollment, Retention, and Graduation Updates**
 - a. R. Hines circulated the current enrollment figures for the special session and asked the deans to review enrollment figures to encourage registration for courses with low enrollment.
 - b. R. Hines also indicated that students who were dropped for not validating had until Friday, February 1, 2013 to be reinstated in their classes. Staff members from enrollment management were contacting students to inform them of their payment options.
 - c. S. Westbrooks asked the deans to communicate with each other about the course needs of their students for the special session.
 - d. C. Sidney asked for deans to schedule their advisors to work on Saturday, February 9, 2013 to register students for the special session.

NEW BUSINESS

4. **Personnel Action Timetable**
 - a. D. Jefferson distributed the draft personnel action timetable for the 2013-14 academic year. Jefferson also requested that all edits be forwarded to her by 2.19.13
 - b. D. Jefferson noted that all lecturers, even those with multi-year appointments, must have annual evaluations for retention. She also noted that retention rosters are sent to the chairs of each department.
5. **Unauthorized Purchases**

- a. S. Westbrooks explained that unauthorized purchases should not be submitted to her without a formal memo explaining 1) the nature of the purchase 2) the reasoning for the unauthorized status; and 3) who caused the unauthorized purchase.
 - b. S. Westbrooks explained that travel authorizations should be submitted no later than two weeks in advance for national travel and one month in advance for international travel. No person should travel on University Business without an approved travel authorization.
6. University Budget Committee Presentation – Monday, February 4, 2013, Library 352
- a. S. Westbrooks will present to the University budget committee for Academic Affairs
7. Advisor training for Satisfactory Academic Progress
- a. Advisors should attend one of the following times for training on the financial aid policy:
 - i. Wednesday, February 6, 2013- 3:00pm – 4:00pm in Room NAL 301
 - ii. Thursday, February 7, 2013 – 12:00pm – 1:30 pm NAL 210
 - iii. Friday February 8, 2013 – 10:00am – 11:30pm

8. Other Matters

- a. Pertinent Enrollment Management and advisement offices will be open until 7:00pm and on Saturday, February 9, 2013
- b. Board of Trustee reports are due Monday, February 5, 2013
 - i. Narratives will not be accepted. Reports should summarize information in bullet points.
- c. **Tentative dates:**
 - i. Honors Convocation Dates: Thursday, April 18, 2013(6:00pm- 9:00pm)
 - ii. Commencement Countdown: Thursday, April 25, 2013 (10 am-7 pm); Friday, April 26, 2013 (9:00am- 5:00pm); Saturday, April 27, 2013 (10:00am- 4:00pm)
 - iii. Commencement: Thursday, May 16, 2013 (11:00am – 200pm)
- d. D. Jefferson – Graduate Assistants tuition waivers' may not be processed if they do not maintain satisfactory academic progress. The tuition waivers must also be process before the census date for graduate students.
- e. N. Maynard- Underwater hockey team will host tryouts
- f. M. Mobley-Smith- College of Pharmacy hosted candidate interviews for their incoming class
- g. D. Kanis- Professor Ferez Whitted released an album that is currently listed from #3-#5 on multiple national jazz charts.
- h. W. Watson- Chicago State University is developing a strategy to obtain the Barack Obama Presidential Library.
- i. R. Darga- The library will enforce a new identification requirement for entry into the NAL.
- j. S. Gist- Dean Dist will be retiring on February 1, 2013after 26.5 years of service to the University.
 - i. W. Watson and S. Westbrooks offered statements of support and gratitude for Dean Gist's service to the University.
- k. K. Shiferl- February 26, 2013 is the Faculty and staff appreciation game.
- l. C. Wright- Wright distributed IAI panel membership information to the deans with undergraduate disciplines within their college. She requested that the deans verify

the accuracy of the roster and distribute the information regarding IAI to panel members and chairs.

- m. S. Westbrooks- Requested that Deans review the City College Articulation Agreements created in previous years.
- n. Y. Harris – Gave a summary of January IBHE monthly meeting. Harris provided information on SURS and budget shortfalls throughout the state.
- o. D. Jefferson- Attended the CRCP awards program encouraged the University to create articulation agreements with Moraine Valley, Truman Community College, and Kennedy King Community College
- p. D. Collins- The campus will hold a memorial service in honor of Dr. Atha Hunt
- q. P. Cronce- National Sales Network gave two (2) \$1,000 scholarships to the Honors College
- r. C. Valenciano- Graduate Council will meet on February 12, 2013. Course Deletions will be discussed.
- s. P. Beverly – 1) stated that the Union has not negotiated how faculty will meet the web time entry requirements 2) Recommended a Chronicle of Higher Education article about the value of Higher Education 3) recommended a longitudinal review of the effectiveness of initiatives 4) recommended the University develop Internal Strategies to respond to the government’s review of higher education.

9. Adjournment

- a. The meeting adjourned at 3:00 pm.