

Chicago State University
Provost's Council Minutes

July 3, 2013

Attendees: B. Rowan [Presiding], M. Mobley-Smith, T. Hope, D. Kanis, N. Maynard, D. Jefferson [recorder], C. Wright, L. Roundtree, Y. Harris, Elmer Gentry, L. Peebles, N. Grim, R. Martin [for Collins], Nate Sanders [for Hines - guest], L. Young [guest], S. Collins [guest], L. Pinkleton [guest], P. Shinde [guest], O. Headren.

The meeting convened at 1:00 p.m.

1. **Minutes** – Minutes of the June 12, 2013, meeting were approved as presented with one correction based on the discussion regarding the Student Appeals Process in the College of Pharmacy for non-academic infractions. If the infraction was related to the college's professional code of conduct, it stayed in the college. Dr. Mobley-Smith will prepare a revised statement to better reflect the process and the original discussion on June 12.
2. **New Member introductions** – all introduced themselves with their titles. New members – Leslie Roundtree, interim dean for the College of Health Sciences, Nancy Grim, Associate Dean, College of Education, Bernie Rowan, Assistant Provost for Curriculum and Assessment. [Later Omar Headren joined the meeting. He is the interim dean for the Honors College.]

OLD/RECURRING BUSINESS

3. **Technology Updates (Shinde):** IT is still working on a network refresh, which is to be completed by the start of the fall term. We are replacing all switches, and IT is trying to do all of the work on weekends and after hours. Units/buildings will be notified if the work will impact day-time hours. The fiber redesign project is to be completed by August 9. The PC Refresh project is ongoing. CSU has purchased 600 computers to be distributed across campus. Pharmacy is completed and the Library is next. Business is handling its own computers. Education is also scheduled. IT is replacing computers out of warranty – 5 years old or older.
4. **Enrollment, Retention and Graduation (Peebles):** More details were shared on the new scholarship money -- \$1.6 million – to award to new and returning students. The \$3.0 million is pending. Deans are to notify Dean Sheila Collins or Ms. Cheri Sidney if they have students to be considered. These scholarships are merit as well as need-based or for special populations – nursing, pharmacy, Black Males, music, and CMAT.

Meetings have taken place on establishing the criteria and dispersal processes. The \$1.6 million is one-time money to be used during the academic year. It will be rolled out over the next week. These are automatic awards for which students do not have to apply, but the university will send awards letters to recipients meeting various criteria. Dean Collins will make sure all deans see the written criteria.

Mr. Nate Sanders provided a daily enrollment headcount as of Wed. July 3. New admits are up by 88 but the total FTE is down 2%. There are 250 new undergraduate and 94 new graduate students [the Ed.D and Professional – Pharmacy were not included]. At this point, the UG headcount is up 83 and G 7. The FTE is down for both UG (-51%) and G (-42%). IER will send

the deans names for follow-up as well as discussing with the deans regarding their enrollment issues such as certification vs. certificate students and missing pharmacy and doctoral students.

- 5. Finance [Pinkleton]:** CSU has signed a contract with Sodexo Foods for food service. They are open for catering now, but regular dining is not yet prepared on campus. Once they have their city health license, they will prepare on-campus meals. Hours are 10 a.m. to 2 p.m. Once the license is issued, operation will be from 8 a.m. to 2 p.m. during the summer. See: Ted Gannon (630) 842-6966 for Sodexo.

The Budget Office is in the process of loading all departments with preliminary budgets. Analysis is still taking place based on enrollment and potential reductions/revisions for FY14, which can result in cuts in operational costs.

- 6. Human Resources [Mitchell]**

- 7. Legal [Hawkins]:**

NEW BUSINESS

- 8. Graduate Catalog Addenda [Rowan/Wright]:** Thanks for the submissions. We will not make changes after the term starts. There are huge chunks of information missing or inconsistent with data in Banner or across the catalog. The revisions will go into a reformatted catalog addendum for the coming academic year. If you have not sent your corrections, do so immediately. All information will be reviewed on a global basis to check for policy accuracy and consistency. This will also be done next year for the undergraduate catalogue. Only information that will not need further committee approvals should be submitted.

- 9. PME Plan Revisions & Assessment Reports [Rowan]:** Ask your unit heads/chairpersons to send their area's revised plans. Drs. Sudeith and Arnott-Hill are reviewing General Education entries.

- 10. Intercession Applications [Rowan]:** Applications for 2013 - 2014 should be sent now. The Registrar and Dr. Jefferson are reviewing for dates and patterns for meeting/session times. The question was raised about a previously determination to have a committee to discuss the need to continue Intercession in light of the 12-week options, multiple summer sessions and concerns about meeting the needs of students with 90+ credit hours for degree completion. Intercession may not be doing what it was intended to do – getting the courses students need for degree completion. Also, deans need the list of students with 90 credit hours for fall, and continually, to better prepare course schedules.

- 11. Commencement Update:**

- 12. Hiring/Preparation for New Academic Year [Jefferson]:** Deans should review hiring needs for the year in light of lower enrollments. For the past few weeks, the President has requested inclusion of faculty to student ratios and number of majors served when considering approving hiring a new faculty member. Because of problems with not knowing who should be paid and to reduce possible problems, it was suggested that the deans need a list of who is to be paid to review prior to the initial pay day. Shinde thought this might be possible, but he will need to check.

- 13. Grade Submission [Jefferson]:** Deans need to make sure faculty on the list from the Registrar have submitted their grades. Those individuals who are adjuncts and have failed to submit grades should probably not be rehired.
- 14. Course Schedules [Jefferson]:** Chairpersons and deans need to submit their spring 2014 schedules to the Registrar. This is over due.
- 15. Evaluation of Tenured Faculty [Jefferson]:** Need all missing evaluations. Dr. Jefferson gave the affected deans a list of names to review. The crucial information involves identifying the tenured faculty who have failed to submit materials for annual evaluation. This is needed by Monday.
- 16. External Audit [Wright]:** Do not send requested audit material to internal/external auditors without being vetted and approved or to send incomplete or draft material. Remind the faculty to complete the research consulting act form. The revised yearlong form has a box for them to declare any activity. Dr. Jefferson will send a form (from the contract) to those checking the 'yes' box. A final, follow-up report is required. This is a current external audit issue.
- 17. Execution of Contracts/Partnerships [Wright]:** If your programs have relationships or contracts, please have current and fully executed letters of agreements or contracts submitted on all of them.
- 18. Search Committee Updates [Rowan]:** There will be searches during the year for the interim positions.
- 19. Announcements and OTHER MATTERS:**
 - a. July 23** – Cardinal Health will present a check for \$125,000 to the College of Pharmacy, at the President's Gallery [Mobley-Smith].
 - b. Camps** -- all campers will have wrist bands, lanyards or t-shirts to identify them [Maynard].
 - c. Handbooks** – Jefferson will send out copies of the *Faculty Handbook* and the *Tuition Waiver Handbook* for your corrections.

Meeting adjourned 2:25 p.m.