

Chicago State University
Provost's Council Minutes

July 10, 2013

Attendees: *A. Henderson [Presiding], P. Beverly, D. Collins, S. Collins, R. Darga, N. Grim, Y. Harris, O. Headen, T. Hope, D. Jefferson, D. Kanis, N. Maynard, M. Mobley-Smith, L. Peebles, L. Roundtree, B. Rowan [recording], K. Schiferl, P. Shinde, C. Wright, L. Young.*

The meeting convened at 1:01 p.m. Dr. Henderson gave a welcome to new and returning members of the Council and was welcomed by Council members. L. Young, Director of the Wellness Center, has joined Provost Council.

1. **Minutes.** – Minutes of the July 3, 2013 meeting were approved with corrections. Motion (D. Collins); seconded (D. Kanis).

ENROLLMENT MANAGEMENT (EM) UPDATE – L. Peebles

Headcount and new admits are up over this time last year, although FTE is down. L. Peebles thanked the deans for reaching out to continuing students to register for Fall. 2000+ students remain to register.

EM, Arts/Sciences, and Academic Affairs staff to meet regarding the admissions criteria for students over age 24 with reference to the General Studies program.

N. Maynard indicated that the UWW (University Without Walls) program has not been eliminated and will go up for program review this Fall. She reminded Academic Affairs that a catalog update will be needed regarding the new admissions requirements and General Studies.

A Scholarship Committee has been convened to develop criteria, accept applications, and oversee awarding of \$1.6 million in scholarships for freshmen, transfer, and particular program students. Communications and publicity forthcoming. These scholarship dollars will be allocated to CSU each academic year. In addition for FY14, an additional one-time only amount of \$3 million has been appropriated.

IT UPDATE – P. Shinde

Network refresh is underway beginning this Saturday. P. Shinde distributed a schedule of planned service interruptions around this project.

NEW BUSINESS

2. **Graduate Catalog** (Rowan/Wright): requested all deans to submit their review/revised/corrected catalog sections for the Fall addendum, which are now past

due. New curriculum and program changes will be integrated via Academic Affairs. The undergraduate catalog addendum will occur during the academic year.

3. **Parking Proposal** (Henderson): information on the pilot of an online/e-commerce vehicle for purchasing parking permits and paying/appealing tickets/fines will be forthcoming.
4. **Senior Thesis** (Rowan): several programs have yet to submit their course and/or program curriculum change forms around the senior thesis. To forward related information to associated deans.
5. **Faculty Orientation** (Henderson): August 22 for full-time faculty, from 9 a.m. onward in LIB 318. D. Jefferson said that new tenure-track faculty should attend as well. Suggestions made by Council members in re format should be given to Mike Sukowski, Director CTRE. August 24 session is for adjunct faculty.
6. **Faculty Reception** (Henderson): A reception to celebrate faculty and to welcome new faculty will take place at the Presidential Residence on August 29. Details forthcoming.
7. **Fall Convocation** (Rowan): September 3, 2013, 12:30 – 2 p.m., JCC. To celebrate CSU's reaffirmation of accreditation, discuss PME, Presidential update.
8. **Commencement Committee** (Henderson): monthly meetings to occur in Summer. Fall commencement planning to begin.
9. **Advisors/Ad Hoc Committee Update** (Henderson/Darga): recommendations to be discussed at next Provost Council.
10. **Hiring** (Jefferson); Distributed reminders regarding HERC (spousal employment). Desire is for searches to be developed so that notices can be posted in publications, including multiple hire ads. Shared with Deans the F12 enrollment numbers for courses. Jefferson to establish dates for chairperson workshops. Deans and chairs must use enrollment numbers/patterns to justify hiring decisions.

The Deans requested Ad Astra reports from Dr. Jefferson by college. A. Henderson to request that Ad Astra preview is provided to Provost Council.

D. Jefferson indicated that web-time entry and contract expiration date reminders are forthcoming.

A. Henderson indicated that she is working to process recent hiring actions and travel authorizations, along with CSU Buy transactions. She is working to verify the status of S13 searches and will communicate in individual meetings with deans.

11. **Timely Grade Submission** (Henderson): Stressed importance of this occurring for student enrollment, retention, and graduation, financial aid and SAP compliance.

Incomplete contracts were raised as an issue for grade non-submissions as well as cohort students. To request/re-examine mechanisms for handling non-compliance by faculty.

- 12. Strategic Planning** (Rowan): the President will charge/re-form this committee, as the current plan is set to expire 2015. Next steps to be vectored in tandem with PME process, which measures implementation of the plan. L. Roundtree volunteered to meet with the PME Steering Committee in re. D. Jefferson likewise in re budget process.

D. Kanis requested that PME plans emphasize importance of internal reallocation to address budget priorities in time of fiscal constraints.

OTHER MATTERS

1. K. Schiferl reported that CSU has hired a women's soccer coach to build a team for F14. Baseball will have more student-athletes to reach a more typical team size for Division I play. CSU has officially joined the Western Athletic Conference (WAC). Our graduation success rate is 62%, which is an accomplishment. Women's tennis has been nationally recognized for its academic performance rate standing. A new compliance officer has been hired as well.

Dr. Watson joined the meeting to introduce Mr. Ralph Metcalfe, Jr., who is working with the university to locate his late father's papers in our archives.

2. T. Hope: successful visit with D. Collins to Ghana, which saw the conclusion of several memoranda of understanding. Similar developments with several partner institutions in Taiwan. Goal is to bring transfer students to CSU as well as to create study abroad linkages.

J1 program still in development. A. Henderson suggested that a Financial Affairs person become involved and for T. Hope to develop a timeline for distribution.

3. N. Maynard: Champs program is back on campus via an external grant; will continue next year. The BOG program is winding down. Non-credit programs have been very successful (swim and dance teams).
4. N. Grim: summer programs in progress with students attending a White Sox game together with alumni.
5. L. Roundtree: MSN program accepted to candidacy for accreditation. Self-study process beginning. Partnership with Chemistry and Pharmacy to host a research forum on Alzheimer's.
6. R. Darga: drew Council members attention to varied news media postings, including USA Today, regarding CSU's bid for the Obama presidential library.

7. D. Collins: noted the work of his College for study abroad and work abroad programs with Ghana partners.
8. Y. Harris: Department of Energy visited CSU several months ago. Is working to form a planning committee at CSU regarding a minority-serving institute. The grant will be for mixed-use incubator program. Committee looking to expand membership. Submission of grant to occur end of first quarter 2014.
9. M. Mobley-Smith: the College has been approved by its accrediting body to provide continuing professional education for pharmacists and technicians.

Meeting adjourned 3:16 p.m.