

Chicago State University  
**Provost's Council Minutes**

March 20, 2013

**Attendees:** *S. Westbrook [Presiding], P. Cronce, D. Collins, R. Darga, M. Mobley-Smith, T. Reed, T. Hope, D. Kanis, N. Maynard, B. Rowan, D. Jefferson [recording], C. Valenciano, C. Wright, J. Balogun, P. Beverly, K. Schiferl, and Curticine Doyle (guest)*

The meeting convened at 1:00 p.m.

1. **Minutes.** – Minutes of the February 27, 2013 meeting were approved as presented.

**OLD/RECURRING BUSINESS**

**2. Technology Updates (Shinde/Doyle):**

- a. Status of WEPA Printer Kiosks – Doyle: printers up on line. Overview was shared electronically to deans and copy handed out. Access WEBA at [www.wepanow.com](http://www.wepanow.com). Multiple ways to use such as the student cards and possibly for parents to load. CSU marketing will handle an official roll-out to students. Still problem in HWH, which is an electrical problem, and 2<sup>nd</sup> floor in the Library. Darga said did not want it on 2<sup>nd</sup> floor but 1<sup>st</sup> and 4<sup>th</sup> floors only.

**3. Enrollment, Retention and Graduation (Henderson):**

**NEW BUSINESS**

4. **Math 099 Proposal (Kanis):** Distributed a written recommendation on changes to the math placement score to use the ACT score for freshmen. If receive 23 or better go into college math, this is what most universities do. Transfer students have a range of options based on previous college development and/or regular math and the grade received for placement. Students needing the placement exam will register for Math 0990 and take an exam early in the term, and then move into the appropriate level. He asked for feedback. Also, on potential impact of this type of change. The math department will meet with Kanis to discuss age of course and age of ACT, such as a five-year test score.

5. **Portfolio Reviews (Jefferson):** Distributed a copy of the 2012 – 2013 Personnel Action Timetable with reminders of their responsibilities. This spring there has been a widespread problem with DPCs, Chairs and Deans not adhering to the timeline, which creates problems that could result in grievances. In addition, the portfolios presented frequently need help in organization, attention to detail, containing material in the appropriate time frame, containing all relevant material. For example, some portfolios have been missing entire sections on research, service and/or primary duties yet DPCs

and chairs have said the individuals meet the criteria on all levels. Others have material from when a faculty member served as a non-tenure track lecturer or service activities under primary duties. Several DPCs have elected not to vote on retention of some candidates and other programs have submitted the portfolios late. I am still waiting to receive one portfolio that was due March 1.

Deans suggested special training on reviewing portfolios. Several of the deans provide this for their own chairs.

6. **Course Articulations and Transferability: Meeting Status – College of Business and College of Health Sciences (Westbrooks):** A list of dates were submitted. Monday is best for COB. CHS will meet on this Thursday to discuss the dates. Faculty from each program area should be in attendance. Owen Spurlin (IT Project Manager for CAPP Updating) has received feedback from colleges about CAPP. The Provost will share this with the deans.
7. **HLC Update (Westbrooks):** Last week received final document from HLC and errors of fact corrected and will be sent back to HLC. Choices: accepted team recommendation without comments, accept with maximum of 5 pages of comments, not accept. Provost recommended to President to accept team's recommendation without comment. The President wanted this from VPs by today at noon.
8. **Honors Convocation and Commencement Updates (Westbrooks):** There is a deadline for Honors because it goes to print on April 1. Currently, receiving applications but most still out – President's Cup, outstanding senior, junior, etc. and others are still pending. We need faculty volunteers. Commencement Speaker (T. Hope, chair) Subcommittee had cross representation including alumni, faculty, staff and students.
  - a. Commencement speaker: Terry Mason (M.D.) Chief Medical Officer at Cook County Health and Hospital Systems
  - b. Commencement Theme: Lifelong Learning and Lifelong Living
  - c. Senior Celebration -- Co-MC Volunteers: Sheila Collins (Student Affairs) and --- (Academic Affairs) [Mobley-Smith gave a recommendation Carmita Coleman, Assoc. Dean for COP Student Affairs-- and Kanis recommendation – Yan Searcy, Interim Assoc. Dean for CAS]. Dilemma: all entering must have a ticket to enter because of space. Should limit to graduates only or only one guest. There will be some tables, some high-boy tables and open room. Last year about 600 attended last year, which was about 75% of graduates. Future: President liked idea of sit-down dinner so proposed each college host own dinner or reception for own graduates. COP spends \$30,000 for their dinner last year at Navy Pier. Hosting it off-campus for all or college receptions. Deans will invite alumni affair and career development officers to give presentations – swear-into alumni and discuss return. Cronce suggested keeping as a university function celebrating achievement.

- d. Commencement Committee asked deans to identify some students to give testimonials, which will be videotaped. Currently only 27 have ordered regalia online in advance. Need a campaign to get students. Each dean will have a list of names and phones to call, text and/or email students to order regalia. There will be a large tent for a reception following commencement with large banners for each college.
- e. There are 783 currently applied so will reach about 800 graduates. Each will receive 5 tickets for commencement
- f. Request for additional Faculty Marshals (Honors Convocation & Commencement)

**9. Courses to be Excluded from Electronic Course Evaluation Process (Rowan):** Dr. Liz Osika needs this by March 29.

**10. Senior Thesis Course** – The Provost had a list of courses identified as the capstone course. If the course has not gone through UCC, they need to be submitted and tracked by that committee. This is for programmatic change, which is required (form 3 and 4) by Faculty Senate and Academic Affairs. The adding of the thesis is a programmatic change.

**11. Announcements and OTHER MATTERS:**

- a) Gwen Brooks Scholarship Applications – Feb. 15 – March 15 [no late acceptance]; Honors Co
- b) Honors Convocation – Thurs., April 18 (6 – 9 p.m.): Nomination forms due to Dr. Cronce by March 29, 2013
- c) Commencement Countdown – Thurs., April 25 (10 a.m. to 7 p.m.); Friday, April 26 (9 a.m. – 5 p.m.) and Sat. April 27 (10 a.m. – 4 p.m.)
- d) Commencement – Thurs., May 16 (11 a.m. – 2 p.m.)
- e) Council Member Matters:
  - a. COB has Wed evening workshops on professional skills for any student interested in internship. Free and open to all.
  - b. CSU Men’s Basketball won Great West Champion. Pep Rally starts at JCC at 2:30 for the post season tournament CIT against UIC tonight. Good turnout for the appreciation date, will have another barbeque at the baseball field. Met with college advisors.
  - c. COP brought in more money – Cardinal Health -- \$125,000 for student scholarship and to form a business incubator (will call CoB); received \$250,000 last week.
  - d. COP student misconduct policy – component whereby mediation meeting with student with appeal up to level of dean. Need to determine if a decision is made for non-academic, where the final level or a due process track is would take the decision

outside of the college. This type process should be consistent across colleges. Graduate level issues are handled by Graduate Council [Provost asked Valenciano to discuss this at Graduate Council]. Other colleges send non-academic issues to judicial affairs for undergraduate issues, but for COE and CAS have both UG/G going to judicial affairs.

- e. Continuing Ed has a dance team (ages 6 – 15) that participated in Wisconsin and won first place again.
- f. Library will be closed on Easter. April 12 is Provost's Colloquium – 12:30 – 3:30 p.m. CRSU A, B, and C.
- g. Grad Council: looking at curriculum flow to see if can use a web-based approval process. Potential survey from CTRE on faculty interest in writing/research and working on thesis.
- h. Thanks for support of International Programs. We are applying for a J-1 visa status institution.
- i. Monday, April 25, 26 are dates for the Assessment, Mike Kowalski will do workshop on e-portfolio.
- j. Reformatting and changing catalog. There will be HTML links and active index.
- k. Unit B Lecturer evaluations will be moving to web-based process. Will keep you posted
- l. Faculty Senate:
  - i. need competency-based program so all know about changes;
  - ii. problem with writing skill level requirement in hiring process;
  - iii. University emergency operations plans – review it because some of us may have responsibilities; need plan and training on emergency management. Lt. Robinson wants to talk to PC about building managers, especially at night, and what is role of night administrators and building managers

Meeting adjourned 2:45 p.m.