

Chicago State University
Provost Council Meeting
Wednesday, September 24, 2014

Present: Dr. Angela Henderson, Dr. Paula Carney, Dr. Derrick Collins, Ms. Robin Hawkins, Ms. Tiffany Hope, Dr. Miriam Mobley-Smith, Dr. Leslie Roundtree, Dr. Bernard Rowan, Ms. Karen Schiferl, Dr. Lisa Young, Ms. Sheila Collins, Dr. LeRoy Jones II, Dr. David Kanis, Ms. Nelly Maynard, Dr. Omar Headen, Dr. Elmer Gentry, Shenise Cook, Ms. Bobbie Stewart and Serita Robinson.

Meeting called to order by Interim Provost Henderson at 1:11 p.m.

Review of Minutes

Minutes were approved with corrections.

Human Resources: HR- Shenise Cook, Training & Development Specialist

- Academic Affairs is on track with submitting performance evaluations. All employee classifications (except Graduate Assistants and Option Instructors) are on web-time entry.
- Part-Time Lecturers will be able to submit their time via web-time entry once they are on payroll.

Electrical Switchgear Update

- The upgrade during Christmas break will be delayed and is scheduled to begin Spring 2015 weather permitting. The CDB representative, Mr. Leonard McGhee, was present as well as Mr. David Johnson.

Chairpersons Update

- Professors Mark Smith and Patricia Steinhaus are co-chairs of the Chairpersons Council.
- A group of chairpersons will attend the ACE Conference for Chairpersons in Itasca, IL.

Roundtable

- *Dr. Thomas Rowan-Assessment and Curriculum*
 - Next Wednesday is the submission date for Intercession (face-to-face, hybrid) recommendations. Dr. Rowan also discussed PME Reports. Draft reports for FY 15 are due as well as reports from the previous year.
- *Dr. Leslie Roundtree- College of Health Sciences*
 - No updates
- *Dr. David Kanis- Grants and Sponsored Programs*
 - 20 high school students will be on campus Tuesday and Thursday to attend courses.
- *Dr. Lisa Young*
 - No updates

- *Ms. Sheila Collins- Dean, First Year Experience*
 - A College Major fair (for all students) will be held on October 23, 2014 from 12:30 p.m.-2 p.m. in the CRSUB conference rooms ABC.

- *Ms. Tiffany Hope-International Programs*
 - The Curriculum Practical Training webinar will be held on Friday, October 3, 2014 at 2:00 p.m.
 - October 14th, the International School luncheon in the Library Sunroom from 12:30 p.m.-2 p.m.
 - International students cannot have jobs off campus if are not approved by immigration. Please notify Ms. Hope if there are students who have off campus jobs that were not approved.

- *Ms. Maynard- ICP*
 - Currently working with Drs. Roundtree and Green for the ICP committee.
 - The dental program is on hold to begin until November 2014. Ms. Maynard will update the team next week.

- *Karen Schiferl- Athletics*
 - No Updates

- *Dr. Leroy Jones- CAS*
 - An all college meeting will be held on Thursday, September 25, 2014 from 12:30 p.m.-2 p.m. in the Auditorium.

- *Dr. Headen- Honors College/LAC*
 - Honors College Induction Ceremony is tentatively scheduled for the first or second week in November.
 - LAC has reduced hours for walk-ins and will accept last appointment at 8:00 p.m. The office will remain open until midnight. Students must make an appointment during the weeks of midterms and finals.

- *Dean Sheila Collins- FYE*
 - The FYE Meet and Greet will be held on Tuesday, September 30, 2014 from 12:30 p.m.-2 p.m.

- *Dr. Mobley Smith/ Dr. Gentry- College of Pharmacy*
 - The Career Fair was a success. Pharmacy students are going to St. Louis for Stateway competition.

- *Mrs. Bobbie Stewart-Civil Service*
 - Staff concerns were discussed at the last Civil Service Town Hall meeting.
 - Civil Service Council still remains without a budget. The Provost requested a budget from Ms. Stewart.

Meeting Adjourned at 3:30 p.m.