

CHICAGO STATE UNIVERSITY

College of Arts and Sciences

9501 S. King Drive/HWH 330
Chicago, Illinois 60628

ALL COLLEGE MEETING – OCTOBER 01, 2015

AGENDA

1. Welcome L. Jones
2. Introduction of the Dean's Office Personnel and New Faculty and Staff Members L. Jones
3. Faculty Recognition
 - Faculty Excellence Award Recipients A. Abraha
 - Research CUE Award Recipients P. McFarland
 - Promotions L. Jones
 - Mark Smith (18 yrs of Service as a Chairperson) K. Dawson
4. State of the College L. Jones
 - Enrollment
 - Accomplishments
 - Restructuring
 - Budget Issue
 - Associate Deans Search
5. Proper Use of Classroom Technology R. Greene
6. CAS Forums 2015 – 2016 and CAS Newsletter A. Abraha
7. CAS Committees; 2014 – 2015 Reports; Organizing for 2015-2016
 - ERG and Grievance I. Dunn
 - Safety J. Chen, J. Melton, O. Laosebikan & E. Heffner
 - Globalization M. King
 - Advancement L. Jones

CAS DEAN'S OFFICE

2015-2016

Contact Information and Responsibilities

Leroy Jones II, PhD

Dean CAS

Professor of Chemistry

Major Responsibilities:

- ✓ Hiring forms, override forms, contracts, and all other documents
- ✓ Review Unit A promotion and tenure portfolios, and yearlong, workload and release time forms
- ✓ Represent CAS on Provost's and PEC Council, and in Springfield and other off-campus venues
- ✓ Address student and faculty concerns referred by the Associate Deans
- ✓ Approve budget transfers, CSU Buy requests, course add/change forms, roster submission forms, CTRE applications, and travel authorizations
- ✓ Development/Advancement
- ✓ Address budget, facility and grant issues
- ✓ Prepare BOT Reports

Ivy Dunn, PhD

Interim Associate Dean CAS

Professor of Psychology

Major Responsibilities:

- ✓ Student Petitions and Reinstatement Forms
- ✓ Student requests for exception to college/university policy
- ✓ Uniform Grievance Committee
- ✓ Address student concerns and complaints
- ✓ CAS Representative on CSU Student Affairs Council
- ✓ Help coordinate college advising activities
- ✓ Represent CAS on university-wide ERG committee
- ✓ Distribute the following reports: Academic Warnings, Persistence (non-returning students), List of Enrolled Students, and Course Section Enrollments
- ✓ Review Unit A and B and post tenure portfolios for CJPPS, GSHAA, Psychology, ACMAT and Music

Aida Abraha, PhD

Interim Associate Dean CAS

Associate Professor of Chemistry

Major Responsibilities:

Jones: ljones27@csu.edu x2438

Dunn: idunn@csu.edu x2130

Abraha: aabraha@csu.edu x2491

Greene: rgreen21@csu.edu x3788

McDonald: jmcdon22@csu.edu x2106

- ✓ Coordinate CAS Graduate Council
- ✓ Establish and maintain CAS virtual document repository
- ✓ Represent CAS at commencement, Cougar Start U, and other university-wide events
- ✓ Address faculty concerns and complaints
- ✓ Serve as the liaison to the Office of the Provost and Academic Affairs
- ✓ Represent the Dean's Office on the CAS Education Council
- ✓ Review Unit A and B and post tenure portfolios for Biology, Chemistry, Physics & Engineering Studies, Math, English, and Foreign Languages & Literature

Rochelle Green MBA MPA

Coordinator/Special Projects

Responsibilities:

- ✓ Generate internal/external correspondence, maintain physical and electronic filing systems, travel planning, manage supplies, equipment and maintenance agreements, meetings/conference coordination and scheduling
- ✓ Manage appropriated budget activities/compilation of associated financial reports and transfer/reconciliation activities
- ✓ Assist with proposal preparation, submission and management
- ✓ Act as Webmaster for CAS websites
- ✓ Maintain/upgrade and account for inventory of CAS classrooms/labs and student study areas and common areas to include furniture, equipment and technology
- ✓ Generate proposals to hire vendors/contractors and perform other procurement activities to help maintain/upgrade CAS-held areas
- ✓ Perform other duties as requested

Josie M. McDonald, MA LPC CADC

Administrative Coordinator

Responsibilities:

- ✓ Pre-screen student petitions and forms for accuracy, completeness, and signatures
- ✓ Advise students who come to the CAS office about university policies and procedures
- ✓ Track student grievances and help ensure they are resolved on a timely basis
- ✓ Do research and prepare documents related to student issues
- ✓ Assist with CAS Forums and events
- ✓ Respond to Chairperson inquiries regarding CAS procedures or CAS-related university procedures
- ✓ Compile reports as requested by the Dean
- ✓ Respond to walk-in inquiries, phone calls, and do other tasks associated with day-to-day operations in the CAS office

Student workers

Porschia Boldon, Criminal Justice, Junior

Evelyn Castro, International Studies, Senior

CAS COMMITTEES 2015-2016

Participation on CAS Committees is open to all CAS faculty (Unit A and B) and staff members.

1. Enrollment, Retention, and Graduation (ERG) Committee

Recommend ways to improve enrollment, retention, and graduation rates in CAS, with a special mandate to increase the number of international students enrolled in the college.

2. Forum Committee: Globalization

Create an event to educate the CAS community about the meaning of global citizenship.

3. Forum Committee: Student Day

Organize an event where CAS students can give individual presentations, panel discussions, poster presentations, and submit essays. There will be prizes for the best undergraduate and graduate submissions in each category.

4. Development/Advancement Committee

Manage relationships to increase understanding and support of CAS key constituents, including alumni and friends, government policy makers, the media, members of the community and philanthropic entities of all types.

5. Safety Committee

Create ongoing mechanisms to inform the CAS community about safety and security on campus.

6. Uniform Grievance Committee

Build on the current process that provides an impartial review process and to protect the rights of all parties involved in the student-faculty disputes.

VOLUNTEER APPLICATION

I would like to volunteer for the following CAS committee(s):

Globalization Safety Student Day ERG Uniform Grievance
 Development/Advancement Other _____

I understand that there is no pay for my participation, but that work on CAS committees can be used towards college/university service requirements for Unit A faculty members.

Name: _____ Department: _____

Job title: _____ Building/Room: _____

Phone: _____ Email: _____

Please forward to CAS DEAN'S OFFICE, HWH ROOM 330

**CAS FORUM
2015-2016**

10/20/15
"A food Biography"
Dr. Danny Block

11/17/15
Junior Faculty
Conference

02/16 (TBA)

03/16
Globalization

04/05/16
Student Day

All events are
12:30 – 2 pm
Rooms TBA

CAS FORUM: FACULTY CONFERENCES

Faculty members are invited to introduce their research or creative activities to the college. The purpose is to stimulate collaboration, mentoring, and support for new teachers. Dissertation projects, new project proposals, and work in progress can be presented. Participation is open to CAS faculty members (Unit A and B). Entries will be juried by an interdisciplinary committee appointed by the CAS Dean.

PRESENTER APPLICATION

Name: _____ Department: _____

Title: _____ Years at CSU _____

Phone: _____ Email: _____

Title of presentation: _____

Brief description: _____

Names of other collaborators on this project: _____

___ Poster ___ Oral presentation

DUE BY OCTOBER 15, 2015 at 5:00 pm in HWH 330.

**Participants will be notified of acceptance and time allotment
by October 29th.**

WEB SITES YOU SHOULD KNOW!

Distributed by the CAS Dean's Office – Oct 1, 2015

1. **HIPAA: Health Insurance Portability and Accountability Act**

(<http://www.hhs.gov/ocr/privacy>)

(also discussed on www.csu.edu)

HIPAA is a federal law that protects individually identifiable health information. This site describes the rights granted to individuals, breach notification requirements, OCR's enforcement activities, and how to file a complaint.

REMEMBER: Do not discuss student health information with anyone without legal authorization from CSU. Students are not required to reveal physical or mental health conditions of any type to instructors or other CSU personnel.

2. **FERPA: Family Educational Rights and Privacy Act**

(<http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>)

(also discussed on www.csu.edu)

FERPA is a federal law that protects students' privacy by prohibiting disclosure of education records without consent.

REMEMBER: Do not discuss information from a student's education record without their consent except to school officials with legitimate educational interests. Do not discuss grades, etc. with parents unless the Registrar's Office has a signed consent form on file. Contact the Judicial Affairs Office for information about allowable exceptions.

3. **CSU Faculty Handbook** (*www.csu.edu*)

4. **CSU Student Handbook**

(http://issuu.com/csudosa/docs/2014_student_handbook/1)

5. **UPI 2010-2015 Contract** (*www.csu.edu*)

6. **2015 Travel Guide for State Employees**

(<http://www2.illinois.gov/cms/employees/travel/Pages/default.aspx>)

7. **CSU Police: Emergency Operations Plan**

(<http://www.csu.edu/csupolice/documents/EOP.pdf>)

8. **Emergency Response Guide**

(https://www.csu.edu/csupolice/documents/emergency_guide.pdf)

9. **Classroom Disruption Guidelines**

(<https://www.csu.edu/provost/APCA/contractadminforms.htm>)

CSU POLICIES: OFFICE OF HUMAN RESOURCES

Sexual Harassment Policy

- It is the policy of Chicago State University that the sexual harassment of one member of the academic community by another will not be tolerated.

Drugs & Alcohol Policy

- This policy is being distributed to all Chicago State University employees and students in compliance with the provisions of the Drug Free Workplace Act of 1988 (41 U.S.C., Section 701, et. seq.) and the Drug-Free Schools Act of 1989 (34 C.F.R. 86, et seq.)

Identity Protection Act Training

- Please review the University Social Security Use Policy (HR Policy Manual, pg.12) and Identity Protection Act Training created in efforts to limit access to and prevent unauthorized disclosure of social security numbers, and pursuant to 5 ILCS 179/37, The Identity Protection Act.

Computer Usage Policy

- This document provides guidelines for appropriate use by students, faculty and staff of computers, and other technological facilities and services at Chicago State University.

Time Reporting Policy

- In accordance with the Illinois State Official and Employee Ethics Act, as well as the University HR Policy, each employee is required to report their time and attendance on a daily basis. Department heads are responsible for ensuring the accuracy of the reporting of time and compliance with the Ethics Act and University Policy. Departments may have additional policies and processes in place to help ensure compliance.

College of Arts and Sciences (CAS)

Departmental Uniform Grievance Policy and Procedures

The purpose of the student grievance procedure is to provide an impartial review process and to protect the rights of all parties involved in student-faculty disputes. Any student who believes he or she has a grievance should first utilize the departmental process as listed herein.

Departmental Process

Step One: A student who has a grievance against a faculty member should make an appointment with the faculty member within 30 calendar days of the incident to discuss and resolve the dispute. If the student feels that a satisfactory solution has not been provided, the student should follow the procedure outlined in Step Two.

Step Two: The student should make an appointment with the chairperson (director or coordinator) of the department within ten days after the initial meeting with the faculty member. The chairperson will attempt to resolve the dispute and notify the student of the decision in writing. If the student feels that a satisfactory solution has not been provided, the students should follow the procedure outlined in Step Three.

Step Three: The student must submit a written request for a hearing within 60 days of the incident (e.g. rendering of the final grade) to the chairperson. The written request must state the complaint, include supporting documents, and clearly state a resolution within the authority of the department (e.g., changing a grade from D to C or refunding tuition). The chairperson will convene the departmental Faculty Student Relations Committee (FSRC), which will be comprised of a minimum of five (5) faculty members, and a minimum of one (1) student. The selection process for the departmental FSRC is as follows:

- Faculty members may be tenured, tenure track, or adjunct, as provided in the department bylaws.
- Student representatives will be selected from a departmental student organization and should not be enrolled in any classes with the grievant.
- The faculty member against whom the grievance is lodged should not be on the grievance committee.
- The chairperson will appoint one of the five faculty members to serve as committee chairperson.

The department chairperson will distribute the written complaint and supporting documents to FSRC members and to the faculty member involved in the grievance. At this point the faculty member may submit a written response and supporting documents to the FSRC. The department FSRC will have a hearing with all parties present within (30) calendar days of receipt of the complaint. Within ten calendar days after the committee has met, the committee chairperson will render a written decision to all parties involved with a copy to the Dean. All meetings of the departmental FSRC shall be closed to protect confidentiality and privacy of the parties involved.

Any witnesses must be approved in advance by the chairperson of the departmental FSRC. Departments cannot host virtual meetings. All meetings must be face to face.

Step Four: When the departmental FSRC is convened to hear a grievance, decisions of the committee will be by a simple majority vote, provided 75% of the membership is present, including one student representative. The departmental FSRC shall have authority and/ or responsibility only to make recommendations to the chairperson of the department. The final departmental decisions will be made by the chairperson with a written copy of the decision sent to the CAS Dean. If the student or faculty member involved in the dispute is unsatisfied with the outcome, a request to have the grievance considered by the CAS FSRC must be made within fifteen days after receipt of the written notice from the department.

College Process

Step One: To have the complaint considered at the college level, the petitioner must file the grievance in writing with the Dean, stating reasons for the appeal and facts upon which the appeal is based. He or she also must state the resolution sought. (The resolution must be within the authority of the Dean to grant.) The petitioner must attach to the written petition (i) a copy of the original complaint (ii) a copy of the instructor's reply, if applicable, and (iii) the chairperson's reply. No new or unrelated allegations shall be added to the petition. The CAS FSRC chairperson will be appointed by the Dean.

Step Two: The Dean will forward the written complaint to the CAS FSRC Chairperson within ten calendar days. The committee will include a minimum of nine (9) faculty members, two (2) program directors/ coordinators, and a minimum of two (2) students. The committee chairperson will be appointed by the Dean.

Step Three: Within ten (10) calendar days of the distribution of the grievance statements, the faculty member involved must submit a written response to CAS FSRC.

Step Four: Within 30 calendar days of receipt of all materials, the CAS FSRC will schedule a meeting to review the grievance. Both parties (students and faculty member) will be expected to attend the meeting. All meetings of the CAS FSRC shall be closed to protect the confidentiality of both parties while also protecting their rights of privacy. Any witnesses shall be approved by the chairperson of the CAS FSRC. Only members of the CAS FSRC may ask questions of the parties involved.

When CAS FSRC is convened to hear a grievance, decisions of the committee will be by a simple majority vote, provided 75% of the membership is present including one student representative. The chair of the committee will submit written recommendations to the Dean, along with any supporting documentation within five calendar days. The Dean shall inform the student, faculty member, and department chairperson of the decision in writing. If the student or faculty member is not satisfied with the outcome, they can make a final appeal directly to the CAS Dean. *The decision of the Dean will be final.*