

CHICAGO STATE UNIVERSITY

College of Arts and Sciences

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

COLLEGE OF ARTS AND SCIENCES ALL COLLEGE MEETING – September 13, 2018

AGENDA

Welcome and Introduction	J. Akujieze
Address the College	President Zaldwaynaka Scott
State of the College	J. Akujieze
CAS Committees	A. Abraha
Faculty Recognition/Appreciation	A. Abraha
Closing Remarks	J. Akujieze

CAS COMMITTEES 2018-2019

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. Forum Committee: Faculty Day: Organize an event where CAS faculty can give individual presentations, panel discussions, and poster presentations.
 5. 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.
 6. Safety Committee: Create ongoing mechanisms to inform the CAS community about safety and security on campus.
 7. UASC HLC Criterion 1 - 5 Sub-Committees: Faculty and staff members are needed for HLC Criteria and other related sub-committees. This is University level service.
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VOLUNTEER APPLICATION (2018/19)

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

Globalization Safety Student Day ERG Development/Advancement

UASC sub-committee Faculty Day

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

WEB SITES YOU SHOULD KNOW!

Distributed by the CAS Dean's Office – Sept. 2018

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 <http://www.csu.edu/CTRE/pdf/2013-2014FacultyHandbook.pdf>

4. CSU Student Handbook <http://www.csu.edu/handbooks/>

5. UPI 2015-2018 Contract www.csu.edu/provost/APCA/documents/Contract2015-2018.pdf

6. 2015 Travel Guide for State Employees

<https://www2.illinois.gov/cms/Employees/travel/Pages/default.aspx>

7. CSU Police: Emergency Operations Plan

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

8. Take advantage of the campus shuttle service

<http://www.csu.edu/csupolice/shuttbusschedule.htm>

9. Register for campus safe alerts <https://www.getrave.com/login/csu>

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.

Ethics Compliance

- **Program for Compliance with the State Officials and Employees Ethics Act PA 93-0617.** The State Officials and Employees Ethics Act ("SOEEA") requires the Illinois public university governing boards in coordination with the Illinois Board of Higher Education to demonstrate they have adopted and implemented for all employees under their respective jurisdiction and control specific personnel policies