

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 26, 2017**

AGENDA

Welcome and Introduction	J. Akujieze
Address the College	R. Lindsey
State of the College	J. Akujieze
CAS Committees	A. Abraha
Certificate of Appreciation	A. Abraha
Closing Remarks	J. Akujieze

Refreshments will be served

CAS COMMITTEES 2017-2018

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.

VOLUNTEER APPLICATION (2017/18)

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. 2017

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>

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.