Minutes
Provost Council
August 30 and September 4, 2013


The meeting commenced at 11:12 a.m. Approval of the minutes was postponed.

A. Henderson asked for introductions. Each month, one Council meeting will include the chairs and associate/assistant deans. She also acknowledged Dr. Jefferson’s faithful service in anticipation of the celebration to follow later in the meeting. She also acknowledged the successful Faculty Reception at the President’s Residence, in particular thanking the Art, Music, and English department faculty for their contributions to the program.

Technology: A. Henderson reported that the re-wiring project has been completed; installation of new fiber cables forthcoming.

Enrollment Management: L. Peebles provided an update on enrollment. Open House is planned for the following week to support the 12-week session. After extensive discussion, decision was to hold the Open House on September 10. Regarding scholarships, 1200 have been awarded; some funds are reserved for Spring awards.

The Council discussed suggested ideas for improving the scheduling and offering of special session courses moving forward.

The Council determined that the third Wednesday of the month would be the Council meeting at which chairs and associate/assistant deans would participate.

President Watson visited the Council celebration that followed and gave remarks thanking Dr. Jefferson for her service.

A. Henderson reminded all in attendance to attend the Fall Convocation, September 3, 12:00 in JCC.

The meeting was suspended until September 4, 1 p.m.


P. Carney provided an updated relative to Graduate Council and related matters: distributed a list to confirm UGC members. August 16 meeting was productive. Next meeting is 9/17. Workflow, electronic curriculum pilot, academic standing policy, catalog changes, electronic theses, and graduate-at-large status are forthcoming matters before the UGC.

B. Rowan indicated that a working group is developing a recommended template for curriculum planning purposes. A productive meeting was held recently, and he shared the working draft for input by departments. I. Dunn recommended that the advisors, including professional advisors, be given the chance to provide input.

B. Rowan updated the Council on the University Accreditation Steering Committee and its process for this academic year. Two sub-committees have begun work on monitoring reports in the areas of Communications and Enrollment Planning. The UASC itself will serve as a quality body to make recommendations for carrying forward improvements across the university, based upon the team visit report.

P. Shinde indicated that improvements to the university's bandwidth are in place. The goal is to increase computer speeds. New computers are on campus, in particular being distributed to instructional services areas. P. Shinde requested to identify if SPSS subscriptions can be used for faculty research purposes.

A question was asked about university survey software. P. Shinde to investigate and report back to the Council.

R. Hawkins shared that the updated personnel timetable is now online; planning should commence for the Spring 2014 schedule; information forthcoming on impact of electrical upgrade plan.

B. Price indicated that the electronic portfolio process is under development with further information forthcoming.

A. Henderson suggested that a second open house occur later in the term, roughly mid-October. Date to be finalized and communicated at the next Provost Council meeting.*

A. Henderson noted that deans' searches are mobilizing and shared the chairs of those committees. The President’s Office is handling organization of the Provost search. She also thanked Dr. Darga and CTRE for the new faculty orientation, as well as the planning for Fall Convocation, which took place on September 3.

The parking lot line-repainting project begins on Saturday.
The College of Health Sciences will hold an Emergency Preparedness Summit on September 25-26.

An articulation summit will occur on September 27: university and community colleges will participate to encourage high school students to explore college and dual enrollment.

The Westside Campus will be added to the weekly meeting agenda.* C. Snelling is faculty rep to the committee and will be asked to report out. UPI will add a representative to the planning committee as well.

The General Studies curriculum has been approved. Transition of BOG students to new majors in progress. Admissions criteria are being reviewed. To share program update with Faculty Senate and Provost Council.*

S. Green noted that the Elementary Education program has received national recognition from its specialized accrediting agency.

M. Smith to share Music Department recital schedule, in light of positive feedback from presentations at the President’s Reception.

N. Maynard distributed copies of the Options booklet for Fall 2013. Programs to commence September 23. The Park District has vacated the Gymnastics Room in JDC. S. Green and A. Henderson to address issue regarding required gymnastics course.

M. Sukowski reported that CTRE has allocated $196k for faculty projects. The rubric for determining funding decisions is shared with applicants via Moodle.

R. Darga reported that Library faculty now report to a chairperson, G. Toth. The Archives have acquired the Thomas Todd, Esq. papers. Presidential Library Committee meetings to begin soon.

O. Headen plans to revise the Honors College webpage. Was requested to present at a future Provost Council in re.*

K. Schiferl noted that athletics team schedules are now online.

L. Roundtree noted that her College and the College of Pharmacy would hold Health Fairs at the next two installments of Jazz in the Grazz.

P. Beverly noted that there is need for more information regarding new classroom technology in Harold Washington Hall; D. Kanis to provide. He asked that updating of class lists in Moodle be communicated better/more quickly. Asked that a decision be made concerning RAVE announcements and whether participation by campus members is mandatory. A. Henderson asked that the departments discuss in
advance of a future discussion in Council to make a recommendation to the Operations team.*

A. Henderson introduced Dr. Cathryn Busch, new interim Assistant Dean in the College of Education for Student Affairs.

B. Rowan shared with the Council the CAPP consultancy with Ellucian Technologies and related plans. The General Studies curriculum is being built in testing mode. A staff member will be hired to program CAPP moving forward. There is a significant queue of yet-to-be-entered changes that will be cleared. The catalog should best be built out of Banner and CAPP moving forward.