Provost Council Minutes
August 11, 2010


1. Minutes (Benny): August 4, 2010 – Approved.

Old Business

2. Enrollment Update (George): Freshmen enrollment 161, new admits 517, and 177 graduates and 44 pharmacy students for a total of 738 new students. University College is doing its registration today and tomorrow, so the numbers will increase. Anticipate about 183 to 213 based on completion of orientation and admission numbers. The Summer Bridge cycle has changed, which also affects the numbers. Numbers are still down because last year we had 5289 last year compared to 4,920. The FTE in 2009 was 3,936 and in 2010 it is 3,719. Graduate numbers are down. Ed.D. and Pharmacy numbers do not reflect unit counts. Pharmacy has registered 91 but the report shows 44. For Ed.D. students, the report shows 0, but Dr. Gist reports about 23 new admits. [Dr. Mobley-Smith confirmed that 91 Pharmacy student were actually enrolled.]

Freshmen Orientation is next Thursday and Friday (August 19 and 20). The program starts at 9 a.m. with the orientation bag pick-up beginning at 8:30 a.m. It is in the JCC. There will not be a break-up by colleges this year. Dr. Balogun wants to make sure that the Freshmen Seminar contains information about expectations because the deans will not be doing it in break-out sessions this year for inculcation into the departments and colleges. This information needs to be re-enforced.

All colleges have representation on the committee, but not all information is brought back for sharing/approval prior to final decisions being made. There needs to be a debriefing session after this orientation. Some initial concerns were expressed about the scavenger hunt because many items on the list were dependent upon having representatives from student resources available.

There will be enhanced registration in JCC beginning August 16 as has been handled in the past few terms.

3. Senior and Certificate Updates (Lowe): Ms. Lowe has been meeting with the 2005 cohort. She reports that most student surveys were completed by advisors; however, many students with whom she has met are not agreeing with courses listed by the advisors. We need to use the Intersession to help reduce student loads. One college is not offering any courses in Intersession and Ms. Lowe will discuss it with that unit. Students are also meeting with Career Development, Financial Aid/Bursar to get counseling and payment plans. Colleges need to understand that they must meet with students so they know what is expected. Some units are rechecking with their students on graduation plans. This point was stressed. Dr. Lindsey asked if we are asking whether students are checking their CSU email. Some of the students are too far away (credits) to graduate in May, so we will not be at the 30% graduation rate. Every four students equals 1 percentage point drop. Dr.
Westbrooks reminded the Council that each unit has goals for retention, which must not be lost in the discussion on graduation.

Dr. Watson expressed concern about Illinois politicians’ interest in our graduation rates. We should offer more courses and specific courses during Intersession to help reach our goal, as well as tutors. This is a major piece, which he continued to stress. He met with IBHE, Dan Hynes attended, who told all presidents that the 2011 appropriation will not be sent until January 2011 at the earliest. This means our budget could be cut about 50%. They also are looking at closing two universities – consolidating and/or selling one to a for-profit educational company. Dr. Watson must be able to say, we are graduating 20%+ this May, which is taking us from 12-14%. This is so important that the it could be part of the “race” card issue, so we cannot loose or close our doors. We will re-look at right sizing. Deans will need to look at faculty and at programs with potential elimination. This budget problem will not be solved this year or the next but in multiple years down the line. We need to get CSU where we are not dependent upon state dollars.

We need to give our 88 would-be graduates every kind of support they need to graduate. We must also insure that the students recognize the importance of graduating. Dr. Watson wants those students and their advisors to meet with him. The deans also need to be involved. Some students are in situations that mean that they simply cannot graduate in May, regardless of what we do because their problems are too difficult—siblings with autism.

Some discussion ensues about the role of BOG in getting students graduated. Standards have been strengthened. Dr. Balogun and Ms. Lowe agree that we should (1) change the name(s) of the BOG programs, and (2) get out the word about their reformation and successes.

4. **Freshmen Experience Updates (Green):** Freshmen experience has 213 students to be registered through the next 3 days. The final summer bridge ends tomorrow. Staff conducted 50 home visits. One staff member who does not drive took the bus, even to the suburbs to meet the home visit. They contacted students via Facebook as well as other avenues. There are 300 students from Fall 2009 cohort, which puts us at 51% and about 75 additional plan to register. To reach 70% need about 412 out of the 589 to register. Some have transferred to other colleges, others have a B-3 Hold, which is financial. Mr. Meeks has worked to develop a financial payment plan. We need about 47 more students to reach our goal. Need to be happy to reach and/or surpass what indicated in HLC report. About 10% of those not returning have specific incidents, which led to decision to not return, but Dr. Green’s staff is still looking. Three category: didn’t like course, faculty member; campus run around for help; financial aide.

Transfer students are still looking. Legal Affairs is working with City Colleges about the Dual Enrollment for implementation Spring 2011.

Today, the Mayor is looking at not admitting all at the City Colleges. They are investigating selective admission and suggested alternative high schools. About $37 million dollars is eaten up in developmental courses. IBHE said about 75% of students in colleges take remedial courses. CSU is reported at 23% of its students are taking one or more courses that are developmental. Last fall about 34% of all our course offerings are developmental. We’ve been counting on the City Colleges to do developmental/remediation. However, if they don’t go to CCC what does that do to CSU’s pipeline? Math is looking at revising its placement scores and revising the college level class so that we avoid courses with greater contact than credit hours. We need a new model and
looking at more than ACT to determine admission. Both DePaul and Columbia College were used as illustrating the point.

Mr. Bell has asked the Counseling staff for a set of questions on non-cognitive information to include on the application.

5. **IPAD Training and Other Technology Updates**: (Dillon): Received board approval to proceed and have ordered IPADs for faculty and students. Given express directive to do assessment on how IPAD impacts students, so need to develop and collect information. CTRE is doing the training. [Darga and Gist have completed training, and it has built in assessment; next week will work with faculty. Distributed 25 and will get more. These will be assigned to faculty via property control form. After this phase, there will more additional opportunity for distribution via President’s Office. There has been greater scrutiny for this program at CSU, which other colleges have not received. All requests were not honored as a result of the scrutiny so that the IPAD goes to those teaching and students. BOG has 24 FFF and a course, which will discuss off line with Ce Dillon.] FAQs – will put out a list on the portal for instructors and others. Such things such as can you print? Yes, but must get an application. Some are free and some are not, will explore options. Another question? Can you use MAT Lab? Yes, $1.99. Are a number of browser systems to be downloaded. Flash dependent applications are not currently available; however, there are serious security issues associated with those applications. There are now software systems to overcome.

Ad Astra – was given Board approval to proceed. We’ve loaded all data on programs and students so the system can look and predict what is needed. Anticipate in full usage in October. Course Management System – SIGNALS – is dependent upon usage of CMS. If faculty do not use, there is a problem. Only about 30% use the system. This is an issue to be addressed so that students can print. Need to think about whether we need to turn in documents.

Planned outage at 6 p.m. today to update for UPS on entire system for power generator on data system to prevent future items. This is a crucial maintenance issue.

Ratemyprofessor.com is on the web is a place showing our faculty. This is for awareness for deans to see.

Will see changes in website; refreshing; landing pages and links. Such as single page for students or faculty. Encourage all to use portal. Our image to world will be on csu.edu but for ourselves will be via the portal. Webmail has been taken down. All issues about full boxes should be eliminated. There is also a system for getting tickets for service via the help desk. This will help IT to track help plan ability to bring services helpdesk@csu.edu.

**New Business**

6. **University College Committee Presentation (W. Martin)**: Ms. Benny had emailed copies of the report. Importance of the report for HLC in the future. Dr. Balogun expressed concern of entire report was the source of data was not the official source for the University on retention and graduation; therefore, the report’s usage cannot be seen as valid. There is a difference between live data and official data. The committee recognized this difference but because of the access and time constraints it used what was available.
Ms. Benny asked about the conditional admission program and the staff’s perception of the UC as to how students and university thought of it. There was no evidence based on a survey by which conclusions were reached. Some of the committee members might have conveyed own perceptions based upon their impressions. This is a University sanctioned program and should be treated as such.

Dr. Green discussed 79% retention rate for UC students, which does not exist for this population. Her concerns – either report revised with Institutional Research data or eliminated; comments about preparation and pedagogical expertise of instructors and it was a snapshot and a host of changes to UC, which are not representative of the current operation including changes in teaching staff.

There were statistical questions, inconsistencies, queries about the analysis and query from Dr. Milo, which needs to be reviewed and the appropriate analysis completed. Needs to be update on report or clarification about a beginning and ending date. Would not want HLC to see this and base its decisions on this report. It was suggested that the report be changed to include Institutional Data because of inaccuracies, anecdotal information, questionable statistical analysis.

Dr. Watson asked about clear standards for these students so that they can go into any program without stigma. Currently, we all question the programs and admission standards and perceptions. Same questions apply for BOG as UC. Want UC students to be embraced, engaged and have structure without options so they can progress. Not his issue because wants tutors, block programs, etc., for UC structure so do not fail and will hold individuals accountable. Dr. Watson said there is perception problem with BOG, but will discuss it at another time. Do not want UC students to face same negativity.

Dr. Gist expressed same concerns as Dr. Balogun, but a number of committee members who agreed with what was stated in the report; therefore, it is a perception of the committee. The committee needs to reconvene to determine if they still agree to what was written. The committee will be reconvened with the addition of Dr. Green. Dr. Balogun had two other problems with graduation rate of UC students, which was not explored but it was done and it was significantly lower than other groups on campus so it was not included in HLC. The second was about assessment for exit surveys because Dr. Henderson did those for UC.

7. Course Load: CUEs for Faculty (Gist/Jefferson): hold

8. **CAPP On-Line Tutorial Demonstration (Benny):** CAPP links are up on the web. Faculty and students will be able to take the training and print a certificate. Everyone is urged to use CAPP and to spread the word about using it. Advisors, when they take the training, fill out a short form that goes to Robin. She will share the data on participation with the Provost and the President. All advisors are expected to use CAPP every time they meet with a student. This is mandatory, not optional. (IT is still working on getting the certificates to print). Showing completion of the CAPP training should be a condition of getting paid for advising. [*Side notation after the meeting: Jefferson has stated that each advisor must sign a separate acknowledgement of duties form to which she will add information about usage of CAPP and training.*]
9. **College Advising Models (Gist):** hold

10. **Welcome Week – Planning Committee Meets on Tuesdays, 10 to 11 a.m., ADM 301(Westbrooks):**

   Welcome week: Committee meets every Tuesday. Plans are well under way. We still need to insure that people and technology are available to set up students’ email accounts on August 25th. This needs to be coordinated with IT (Ms. Dillon). On resource day, each student will have a card and each unit/display will have stamps to stamp the cards to demonstrate attendance. Basketball, soccer and other games will be set up for faculty *vs.* students on Monday, August 30th. Dr. Lindsey asks when the program schedule will be out. The answer: soon.

11. **Freshman Seminar –(Green/Westbrooks):**

   Freshman seminar requirements. Nobody has any real comments. Dr. Green discusses a student development transcript that certifies and records a student’s official activities, volunteerism, etc. Some institutions send them to prospective employers just like academic transcripts. Ms. Benny thinks there should be activities that force students to use CSU email. Faculty must be made to use CSU email, too. Dr. Green has created a flyer about *Cougar Connect*, email, Moodle and so forth. She will send it to Ms. Benny who will forward it to Council members.

12. **Other Matters and Announcements**

   **Simulcast:** Not much feedback available for the simulcast, but what little there is has been positive. Dr. Watson would like to see more b-rolls and fewer talking heads. Part 2 is coming up on Monday.

   **CPS** has a new chief academic officer.

   **Advising:** Dr. Balogun reports that Nursing and Health Studies will no longer use faculty for advising. Instead, staff will do the advising.

   **Latino Resource Center Scholarship Dinner** is Friday, August 27, at the Doubletree Hotel – 5000 W. 127th St., Alsip, IL., reception 6:30 p.m. and dinner at 7:30 p.m. Individual tickets are $75 see Mr. Diaz by August 20th for sponsorships and ads ($200 full page and $100 half page) and/or tickets, fdiaz@csu.edu.

Submitted by

_Dr. Debrah Jefferson & Dr. Richard Milo_

August 12, 2010