Provost Council Minutes  
July 28, 2010

Present: Sandra Westbrooks, Sylvia Gist, Cecilia Bowie, Leticia Carrillo, Debrah Jefferson, Jerald Henderson, Derrick Collins, Justin Akuijeze; Romi Lowe, Rachel Lindsey, Joseph Balogun, Miriam Moberly-Smith, Cheryl Green, Robin Benny, Ce Cole Dillon, Rich Darga, Richard Milo, Monique Horton, and Andre Bell. Fernando Diaz – Guest. Yan Searcy – is invited to attend P.C. meetings as president of the Faculty Senate. He will attend when he is available.


**Old Business**

2. Enrollment Update (George): deferred.

3. Senior and Certificate Updates (Lowe):
   Students are responding to queries, calls, emails, mailings. Home visits will begin, but they need direction on what to tell students regarding advisement. There will be a roster of who is employed to advise this summer. The UAASC only handles specific majors but not all CAS. The purpose of the block scheduling was to make advising easier. All FFF must take only the courses specified in the Block. The Honors College handles all of its FFF and there is no problems. Green, Lindsey and Westbrooks will meet regarding CAS.

4. Freshmen Experience Updates (Green):
   Dr. Green is putting items listed under #11 on this agenda into the Freshmen Experience Seminar syllabi. These will be class assignments. Students will be required to attend the Resource Fair and to measures will be taken to ensure attendance and engagement in the University activities.

   Freshmen are required to engage in professional activities by joining a club/organization, participation in the University’s empowerment zone activities, attend athletic events, etc., as listed in item # 11 below. There are 72 recognized student clubs on campus. There will be a mechanism in place for student portfolios in an electronic format. Part II of the CSU Seminar 1500 requires the portfolio. Ms. Dillon will work with the deans and colleges on this activity in the future.

5. IPAD Training and Other Technology Updates: (Dillon):
   IT is making another transition in its email. Faculty and staff are moving to Microsoft Exchange with a standard nomenclature. There will no longer be a need for webmail addresses and access in the future. The Exchange program is going live in about 60 days. Use the Help Desk if there are questions.

   Effective July 1, the federal mandate on listing the cost of books and materials went into effect. The University is meeting this mandate via the Follett’s website but it is not complete. There are other required support materials for which students are charged that should be listed. This is part of the truth in the cost of books. The other materials should be included in a field available on the site in real time costs. This includes lab fees, cost of application software or duplication packets.
The deans need to look at the list of courses in their colleges to find out what texts and other resources are missing. These are materials associated directly with the course. They can make corrections and notify either Follett’s and/or IT.

Ad Astra will be discussed for approval at the August 3 Board meeting. This is the predictive software program for scheduling. Students have a portal access that can be used to show the impact of making course changes in their program on a projected graduation date. This should be running by the fall term.

IPADS are on target.

**New Business**

6. **College of Education Emergency Project (Horton):** deferred

7. **CAPP On-Line Tutorial Demonstration (Benny):** delayed until next meeting

8. **Summer Advising and Retention Efforts (Green/Westbrooks):** A meeting will be scheduled with Dr. Terrance Kearney regarding the advising coordinators and council. This should be an agenda item in the future. We need to consider adding an advising week or specific dates in the summer and all need to be informed about the process and times. This was a recommendation from the Advisor’s Council that was shared with the Provost’s Council.

Advising needs improvement. There is still some “confusion” regarding who advises freshmen; however, this probably only impacts CAS for freshmen advising. The COE is reconsidering its model, one that puts all of the cues into one full-time, year-round advisor. The COB has a modified format similar to the one proposed by COE. The UAASC funding ends August 30. We need to discuss with the President and Finance Committee its future. The deans need input. Consider whether the center needs a restructure format, new and different advisor/counselors, a centralized service versus college-based. Also, the impact of block scheduling and individual advisors.

Discussion focused on Block Scheduling issues. All colleges should have at least two terms of courses identified. Some freshmen may be ready to enter Group Two of the Block because they have tested into higher mathematics and/or English. This means changes are needed in the levels of courses to be offered.

9. **Grievance Process – Structure and Forms (Westbrooks):** Deans were asked about their processes within their respective colleges and departments. CHS and EDU both use forms. Both Deans Gist and Balogun indicated they had forms and procedures, which they were asked to share at the next meeting. The other colleges indicated they had processes or procedures, which generally were written but no forms were attached. It was discussed that a standard form should be in place with defined procedures.

All colleges should have a process, which all should know and use. Students have the right to grieve and need to know the process. This should involve a predefined procedure and structure. Work study students, secretaries and faculty all need to know and use the process when asked and abide by it. The Institutional Policy Manual and the Catalogs and Student Handbook all list the
procedure. All should use a form, which can be .pdf or other on-line form and can be submitted on-line. We also need student involvement.

In the past, the system used worked okay, but some departments refused to have faculty participate in the grievance process because they did not want to “judge” their colleagues. It was suggested that faculty from another unit be part of the grievance process.

10. Welcome Week – Planning Committee Meets on Tuesdays, 10 to 11 a.m., ADM 301 (Carillo/Westbrooks):
This is the first week of classes and will involve food, vendors, student booths and games. All units serving students will have tables, including Cougar Connect. The intent to bring positive energy to the new year. During the Week (on Monday and Tuesday only), tables and/or greeters will be in each building with water and/or trinkets (maybe only on a limited basis) and information cards to direct and greet students. Each dean is to identify (especially students) four (4) people to be in their lobby area. Shared buildings need to work on only one or two names each. We need groups of students/staff/faculty to cover both day and night classes. Groups such as SIFE, Future Teachers, Honda Challenge, Nursing Association, etc. could be used. Each building including Douglas and CRSU and LIB should be covered.

Send names to Rich Darga. The Provost will send a composite. The deans should collaborate on the names.

This is a good opportunity for a campaign to use CSU Email and RAVE.

11. Freshman Seminar – Proposed Requirements for Discussion (Green/Westbrooks):
   - Syllabus to incorporate assignment to attend Welcome Week Resource Fair and complete reflection paper (Wednesday, August 25 to September 1)
   - Students are required to show membership in one club/organization OR
   - Proof of Participation on/at one Dept., College, University Committee OR
   - Attendance at one or more athletic games or student activities OR
   - Proof of one off-campus community outreach/volunteer OR
   - Proof of attendance at one or more professional meetings OR
   - Other activities approved by the faculty member of record.

12. Celebration Farewell to Leticia Carillo (Westbrooks)

13. Other Matters and Announcements

Submitted by

Dr. Deborah Jefferson

August 4, 2010