Provost Council Minutes  
September 29, 2010

Present: Sandra Westbrooks, Sylvia Gist, Pat George, Cecilia Bowie, Debrah Jefferson, Rachel Lindsey, Joseph Balogun, Derrick Collins, Miriam Mobley Smith, Cheryl Green, Ce Cole Dillon, Rich Darga, Richard Milo, Jason Ferguson, Yvonne Harris, Jerald Henderson, Tiffany Hope, Frank McKnight, Sandra Westbrooks, Debrah Jefferson, Justin Akujieze, Ce Cole Dillon.

Called to Order: 1:10 p.m.

1. Minutes (Benny): September 22, 2010 – Approved as corrected.
   - Correction to Minutes: Graduate Studies briefly discussed graduate minimum; Change “condolences” to “speedy recovery” for Mike Ellison.

Old Business
2. Technology Updates (Banner 8 and iPads): Dillon
   a. iPad Training: meeting convened this morning about distribution and training/orientation. Plan developed that by Tuesday will have distribution on required training Oct 10 to noon and Oct 5 from 4 to 6 in ED 200. If cannot attend, contact Lou Moore. All training must be completed by Oct 8 or return iPad to CTRE by Oct 15 for reschedule of teaching assignment. The training is imperative so that faculty know how to use the iPad as a teaching tool and to integrate them into the assignments. Lou Moore has volunteered to go to classes to train both the faculty and the students. The iPad is not personal property but tied to the FRSE, departmental seminars or selected sections of developmental course. IPads are assigned to the course and not individual. Departments should purchase applications relevant to the course, discipline and teaching using the iPad; personal apps should not be on iPad.

   What prompted the policy was problem with changes of instructor, cancelled courses and individuals needing iPads and not receiving them while others not teaching receiving them. Some individuals have paid for applications, which are not transferrable to other systems. It is imperative that the classes designed to have iPads have the tool available.

   Need to develop procedure for collection of iPads. We must make sure University property is secure and properly transferred. The only individual who will eventually own the iPads are students, faculty only make use of the iPad while teaching the prescribed course. Some faculty have resisted using the iPad in class. It was determined that the faculty should be reassigned.

   On October 19 there will be an “ipad sit-in” for students where they can share information, learn how to use it. Departments can purchase app card for content to be shared. There is a list of 75 free applications across all content area. This information is shared during the training. Departments can have accounts, which can then download across multiple iPads.

   Question arose regarding the change in OHR with no separation check-off list. Dr. Renee Mitchell will be invited to PC to share the process and information about PeopleAdmin.
If faculty have questions, they need to see the Provost.

b. Upgrading Banner 8: project is starting. Need user group to discuss the features in it and what to expect for functionality. Why it works poorly at CSU is because we don’t do change management so that the system works more effectively. There is a feature on yearlongs, travel, rolling students into alumni when graduate.

Expect complete by end of calendar year, but about 6 to 8 weeks behind because of the Douglas Hall abatement.

c. Active Directory: will have Outlook Exchange on line by the end of the calendar year.

d. Early Warning Report: some name problems. There are still missing names from the census report and we are still receiving change of instructor forms. By this time this should be complete.

3. Freshmen Status Updates (Block Scheduling): Green – Need to finalize the number of sections needed in each block course. These students will ALL be advised by Dr. Green’s advisors. Starting with summer 2010, all freshmen were to be advised by Academic Support under the Dean of Freshman Experience. Because this was not done for the fall, we ended with some freshmen sections having only 1 to 5 freshmen enrolled. The necessary paperwork has been processed by Dr. Green on August 25 to have this done. She will send out notifications that all freshmen should be advised. Advanced registration starts November 10.

This should be rolled out at the Fall Advisor’s Conference. The University Advisor Coordinator with the college coordinators are responsible for organizing the conference and making sure that advisors are notified. The deans need to make a recommendation. The CTRE will help and meet with each of the college coordinators: Joyce Gana - CAS, Kathy Rosa - EDU, CHS, and BUS.

Each dean was emailed the updated version. Colleges responded, especially on the foreign language, which should be expanded beyond Spanish. Now we need to put the times and coordinate with Carnice Hill so that the on-line version will be blocked for freshmen only. Consider feasibility of on-line. Another discussion needs to take place on the ability of the University to maintain the foreign language requirement and regarding the advance standing and testing out of the language policy.

Cheryl took the retention and re-enrollment rates and used that as the projected number of students for the spring. This was about 80%. An adjustment needs to be made for the math because the discipline determines the second course when they pass out of developmental math. Cheryl will need to work closely with Rohan.

Sent a letter to all FRSE seminar instructors, which was mentioned at the Chair’s Workshop. It is about the 4 – 5 years of data. There are about 194 questions, which takes 1 hour. This inventory will give by name the students at risk: predict dropout, educational stress, receptivity to institutional help and measures it for their success students. It also had demographics for the population. They have done this for UC and want to do it for all students. Academic Support will pay for it, proctor it and Noel-Levitz will analyze data within 48 hours. Need this done as quick as possible. In the past it has been done during UC orientation but it is better in classroom. Jerald
Henderson did a withdrawing student inventory, has 18 from the fall – overall as of Sept. 24 and about 68 from a previous term. He will add the majors and college. Inadequate financial aid followed by high debts and commuting time were the three highest reasons. This is from the Registrar’s Office. Garth did an inventory too.

Some anecdotal information was shared about lack of challenging content, inappropriate behavior of other students in the class, faculty member dismissing classes too early or not providing a challenging environment; students using CSU as a transfer institution where they receive general education or developmental courses then transfer to a “better” place. Dr. Westbrooks challenged the deans to walk their halls to check on classes so they know how classes are conducted – early releases, who is doing what; end result is collectively short changing our students. After the fact, the students complain about an instructor and request a grade change commenting the faculty was “always late” or “always ended class real early.”

ANNOUNCEMENT: Will host the freshman convocation on October 14 in Breakey Theatre.

4. Senior Status Updates (The Sacred ’05 Cohort): Westbrooks – Romi is out ill and might not be back until next week. The three students in CHS and three others from BOG who were on the last list will graduate. COE has one who needs to pass the state exam, and will graduate pending that result.

5. Illinois Articulation Initiative: Due IBHE, Nov. 15 The bottom line – all need is “yes” or “no” by disciplines if we will accept the IAI courses. They will list all the universities who will accept the courses. It will be by majors: business, education, chemistry, English, sociology. This will appear on their web site.

6. Senior Thesis Policy: Westbrooks – Robin sent out memo and appropriate offices. It is on website, online catalog. Need to continue working with programs so it is in place.

7. Minimum Graduate Faculty Criteria: Akujieze – email circulated regarding graduate thesis. CAS had concerns in SWK and PSYC who have “write-up” on a practicum. Faculty in biology and chemistry are debating on the type of paper or library work. No curriculum changes have been submitted since this was posed last spring. At each future PC there will be an agenda item: criteria for graduate faculty and graduate thesis. We cannot solely base our requirements on what others are doing and we can go higher. Cheryl suggested looking at SIU, which has APA approved counseling psychology program that requires a master’s thesis. Standards are minimal and we need to go beyond that basic level. Rachel said some disciplines may not have sufficient faculty to conduct a master’s thesis but she needs to verify it. Yvonne said programs at the master’s level need to identify the skills they desire their students to master at the master’s level, which should exhibit a creative solution based on research and proof with the ability to write it up and defend. Joe reminded that on IBHE web site, minimum is 36 credits then the thesis versus the professional degree, which could be 43 hours. The programs at CSU are all at 30. Joe called for a review and analysis to look at all graduate programs. Justin said they have done this and he requested that the dean of education on this committee. Programs could consider adjunctions for inclusion on committees, but there are inherent problems to consider. Justin will spearhead a subcommittee with the deans and Yvonne to look at our graduate degrees. We say it is a graduate class but because of the “meets with” practice there is a problem because of the nature of the discussion, level of the work and ability to distinguish undergraduate from graduate content. We’ve combined courses for convenience and now we are raising ethical questions about the content level and challenges for the graduate programs. It will cost us more than just money.
8. **Announcements**
   a. Spirit Day: Thursday, sign-up for t-shirts.
   b. Student Townhall – Political Involvement – October 13 in evening.
   c. Area 26 – October 6
   d. Oct 14 – 16 Harambe Harvest Festival, including farmers market on R/F and S will have African market with fun activities
   e. Beyond Ebonics – student debate

Adjourned: 3:15 p.m.

Submitted by

_Dr. Deborah Jefferson & Dr. Richard Milo_

September 29, 2010