Provost Council  
November 17, 2010

Present: Sandra Westbrooks (Chair) Joseph Balogun, Patricia George, Miriam Mobley Smith, Justin Akujieze, Debrah Jefferson, Sylvia Gist, Richard Darga, Cecilia Bowie, Derrick Collins, Yvonne Harris, Rachel Lindsey, Cheryl Green, Fernando Diaz, Tiffany Hope, Richard Milo, Jonathan Parks (for Jason Ferguson).

Guests: Andre Bell, Creola Rigsby, Yvette Warren, Michael Ellison, Traci Nesbitt-Stokes, Carnice Hill, Andre Bell

Called to Order at 1:05 p.m.

OLD BUSINESS

1. Minutes from November 10 (Jefferson): approved.

2. Technology Updates (Dillon)

3. Freshman Updates (Green): There will be an Intersession version of the Summer Bridge, cycle three, for new freshman admits from Dec. 6 through Jan. 13). Green expressed concern about block scheduling and advising ending on Nov. 19th. Many students have not come forward to register, have holds on their records, need immunizations, have academic holds, or owe money. Students must take care of their business and their holds. Students may make payment arrangements and the due date for payment is now January 27th. If they have business holds, student should go to the bursar to work out a payment plan so the bursar will remove the holds, and go back to their advisor. To ensure that freshmen can get into freshman blocked courses, these won’t be opened to students other than freshmen until December 1. Freshman will be encouraged to handle their holds by this day. To date, only 30% of freshmen have registered.

Spring New Student Orientation will be January 13, from 10 to 3:30.

4. Senior Status Updates, The Sacred 41 (21%) Cohort (Westbrooks): Tabled

NEW BUSINESS

5. Elevators (Nesbit-Stokes): The Cook Administration building’s elevator should be operational by Mid-December. Next scheduled are BHS and HWH. BHS must also have work done on the bathrooms, and it is inadvisable to have both elevators and bathrooms off line at the same time. Next option is HWH and SCI East. The question was asked whether or not only one elevator can be done at one time, or should HWH and SCI elevators be done simultaneously. Repairs take 10 weeks in a perfect world, which isn’t probable. It was suggested that all Deans and Chairs work with Sandra Saunders in the Abilities Office, though not all who are disabled are registered with Abilities Office. Advisors in CAS have been asked to prevent students who need elevators from registering in courses on floors that will be affected by elevator outages. A plan will be developed for the accommodations needed. With the dates of outages provided, we can make these plans.
6. Commencement Update (Warren): A total of 303 students went through the countdown. A total of 557 students were on the countdown list. Of the 303 students who are undergraduates, 32 students from COE, 96 from CAS, 47 from COB, 13 from CHS, and 75 from Continuing Ed. attended the countdown, a total of 26 students. For graduate students who have earned their Master’s degrees, 31 students from COE, 7 from CAS, and 1 doctoral student from COE attended the countdown. More than 200 students have not picked up regalia, particularly grad students. There will be two more days when students can pick up regalia—Dec. 15 from 4-8 and Dec. 16 from 10-2. On those dates, if students need to go through any other process, bursar, etc. they will have to go collect required paperwork, and then present themselves at the Dec. 15 and 16 events with all business taken care of to order their regalia. All possible communication venues have been utilized, but too many students are still not getting the message that they must apply for graduation and order tickets and regalia. There will be no will-call for tickets. There will not be any cap and gowns available for students who simply show up on graduation day. Jefferson suggests that instructions to students must inform them that participants may not leave until the end of the ceremony. Because a faculty member was profiting from providing Kente cloth stoles, students will not be allowed to wear Kente cloth stoles. Graduate students will be provided with a white satin stole with the CSU seal on it. For spring commencement, undergraduate students will get the stoles which will be green with the CSU seal. The idea is consistency of image at the ceremony. Also, the University seal is part of the tassel, regardless of tassel cover. Tiffany Hope motioned that “students be allowed to wear different stoles for graduation.” Dr. Green seconded the motion. Harris commented that the point of asking students to wear only stoles provided by the University is to establish institutional culture and pride. Milo moved an amendment to Hope’s motion – “If departments, programs, or colleges have distinctive items of membership, students be allowed to wear these – for example a symbol of college identity. Benny seconded the amendment of the motion. The vote was as follows: 14 in favor of Milo’s motion, 2 abstentions, 1 no vote. Mobley Smith moved an amendment to Milo’s amendment for clarification: “Students active in university-recognized organizations may wear items that denote their group. A vote was taken on whether or not students may wear department, college, and fraternity and sorority symbols: 10 in favor, 5 opposed, 3 abstentions. Motion passed. This recommendation will be passed on to Dr. Watson, who will make the final determination. Lindsey asked who will enforce commencement policies? Who will tell students that they cannot march if they are wearing non-sanctioned regalia? Westbrooks suggested that we use this commencement as an educational opportunity; we may not enforce policy for December, but communicate that for May, the rules will be enforced.

Candidates for the honorary doctorate are Reverend Larry Jones, and Roger S. Salter. The Commencement Committee has recommended Salter. A committee made of faculty and administrators will meet to make a recommendation. Some changes to the commencement ceremony that will be recommended to Dr. Watson are to eliminate the solos that are not the national or black anthem or the alma mater and the dance performance. There was a discussion of whether or not to include addresses by a salutatorian and valedictorian. These categories preclude the professional and graduate students. The commencement committee will consider this recommendation. Another recommendation is to replace the invocation with a moment of reflection to ensure equal respect for all religious traditions. A Closing should replace the benediction. Darga moved that these replacements be recommended to the President. Benny seconded. The results of the vote is 17 yes, 1 abstention, 0 no. Mr. John Hooker will be invited to be the commencement speaker.
7. Concession Stands and College Oversight (Warren): All colleges have received information about the management of concession stands in the JCC. Dr. Watson is very anxious that all colleges participate to “brand” themselves by having the students’ faces at the concession stands and to generate funds for student scholarships in each college. Warren asks that each college identify when they will have someone available for all sports or other events—students participate as volunteers or if paid, must apply in HR to be formally hired as student workers. Warren should be given the names of students who have been hired formally so that she can put the signs up to correctly “brand” the concession stand (this concession stand being manned by the COE), and to ensure that student workers are properly trained. Faculty or staff members of a college can also serve at the concession stands. Money that is raised goes to scholarship money for that college. Other sales must have the cost of stocking the concession subtracted from the amount generated at the stand during the event. Westbrook inquires about what % of total sales should go to the colleges. Warren will take the question back. Since there are two operational concession stands, colleges should look at the schedule of events and commit to various dates so all colleges have an equal chance to participate. Warren will be taking her team in retreat Dec. 2nd. They will all be off line so that they can plan.

8. ZERO CAPP Distribution of College/Major Lists (Westbrooks): Distribution of College/Major lists. Over 400 students with between 40 and 160 earned hours have never had a CAPP degree audit run. Some advisors are under the impression that CAPP is to be used only for 60 and 90 hour degree audits. Five years ago, advisors were asked to run CAPP audits at 60 and 90 hours, but it was never the case that advisors were only to do a CAPP audit at 60 and 90 hours. Further, many students on the list have over 60 or even 90 hours without ever having a CAPP audit run. Dr. Jefferson will inform all deans and chairs about the responsibilities of faculty advisors, which include running a CAPP degree audit on every student they advise each semester by the end of each term. If advisors don’t run the CAPP audit and perform other responsibilities, they will not receive cues or reassigned time.

9. Grant Suspension and Implications for the University (Harris): Two NSF grants have been suspended by NSF. When one NSF grant is suspended, all NSF grants at the institution are suspended. All fifteen NSF grants at Chicago State have been suspended. This situation highlights the critical responsibility of PIs to comply with reporting requirements. We are not the only institution in this position. There are 22 employees paid by these grants—over $160,000 dollars—CSU cannot get money back until next window, which is Jan. 10. Therefore the University must come up with over $300,000 dollars to get these people paid until January 10. Harris has call in to NSF director of Operations, who is the only one who can give us access to grant money. As we move forward, Harris is attempting to build the Office of Sponsored Programs (OSP) infrastructure. When award letters or notifications are sent by granting agencies, it is critical to read carefully the award letters and to follow all the links to the requirements for the grant. All other granting agencies will soon follow the practice of freezing grant money when reporting requirements are not met. Further, information regarding compliance with NSF policies is now on-line. All institutions can see what all other what institutions are doing and not doing, so our failure to comply is public. From now on, if PIs do not comply with all requirements for all grants, OSP will look at any compensation awarded by the university to PIs, including the costs of release time and begin to ask that any university generated compensation be returned to the university. The OSP is building an electronic process for monitoring grants from application to completion. Currently, the President gets notification, Harris gets notification, Westbrook gets notification and passes information to involved deans.
10. Proposed Name Change for Board of Governors: Update (Bowie): The name most have indicated as their choice on surveys is General and Professional Studies. The survey will be placed on line.

11. Graduate Faculty Criteria (Akujieze: The new deadline is December 1 for colleges and programs to approve criteria. Appointments of graduate faculty should take effect by spring 2011. The list of faculty qualified to teach graduate courses is due on January 18th. Lindsey—does this apply to both teaching and leading graduate research? Colleges need to make these determinations. The new criteria won’t change salaries, number of courses, promotion requirements, etc.


13. Unauthorized Purchases (Westbrooks): The Provost will not sign unauthorized purchases unless there is a written detailed explanation. The first time someone submits such a request for a signature and an explanation, a warning will be put in their personnel file. For the second offence, the sanction will be suspension without pay. It there is a third offense, the person will be terminated.

14. Summer School Budget and Faculty Rotation (Jefferson): Total income from 2010 Summer School is $4,073,032. Total expenses: tuition waivers $159,595, plus salaries, $1,672,597 equals $2,716,996. The total profit is $1,356,000. The profit goes into the general operating budget. We are still short 10,000 dollars from last FY. We can now move forward with plans for 2011 summer school. Update on declarations of Final 4 will be made available to Deans. Post-retirement work cannot be more than part-time.

15. Visiting Lectures and Approval Process (Westbrooks): Before accepting offers to be a visiting lecturer, faculty must follow the following approval process: a. Provide a description of work to be performed and the specific dates; b. Provide a disclosure of compensation, including honorarium, c. Complete an Approved Class Coverage Form indicating plans for course coverage; d. Submit a Travel Authorization I if applicable) 7 business days prior to travel; and e. submit Ethic Office Approval (when in doubt).

16. Draft of Student Dress Code (Diaz for Ferguson): Student Dress Code presented for Jason Ferguson: Draft circulated. Discussion included the following: there should be a distinction between times students are expected to adhere to dress code and other times, such as personal time in the residence hall; questions about the difference between reprimand and report of violation; practicality of requiring written forms to report violations; questions about how students will be informed of the policy and asked to buy into the new code. In answer to the latter, all college meetings, freshmen seminars, town hall meetings, department forums, course syllabi, link on webpage, etc. will be utilized for communication with students. Lindsey suggests there be a campus wide campaign of “dress for success” or similar to let students know why the policy is being imposed on them. A lively discussion of the policies for head coverings ensued regarding the distinction between religious head coverings and other head coverings. The onus of enforcement should not be on faculty nor should the onus be on faculty to report on students. Enforcement must be community effort.

17. CAS faculty have indicated that the classrooms that Carnice Hill has been assigning are too small. Carnice is being asked to assign them to the smaller lecture halls: Lindsey asks that larger enrolled classrooms be assigned to the larger rooms, but Carnice won’t know before registration is over. May
require the flipping of rooms. Carnice is amenable to making these switches. Lindsey asks for a fall-back room; one is available on Fridays.

18. Lois Davis: Proposal that there be one deadline for students to either drop a class or totally withdraw from all classes with grades of WP or WF. There is no effect on financial aid. Provost Council unanimously agreed that there should be one date according to the proposal. Lois will send an email to all chairs and deans so that the information will get to all students. Dr. Green will make sure that all Freshmen get the message

**Announcements:** Friday, Nov. 19 is study-abroad fair from 12:30 – 2:00. From Egypt trip, 6 students have been chosen to go on an archeological dig in Egypt.

Lindsey: Community band concert is Monday night at 7 in Breakey. Writer’s workshop last Saturday was very successful. Next Saturday there will be a career development workshop.

Darga: Library will open at 7 a.m. for study purposes.

Jefferson: Remember that there is a program elimination committee being put together by the faculty Senate. Wed. Nov. 24th at noon is next Senate meeting. Thursday before classes start is the course cancellation session. Deans should do preliminary of gathering information work before contacting Jefferson. Registration (enhanced enrollment services) will be in JDC, not Jones. No arena for late registration. Late registration will not be extended.

Akujieze: Thurs. Nov. 18 there will be a graduate student lecture series at 5:00.

Adjourned at 5:05 p.m.

Submitted by **Robin Benny**, November 19, 2010