Provost’s Council, September 22, 2010

Present: Sandra Westbrooks, Rachel Lindsey, Derrick Collins, Sylvia Gist, Joseph Balogun, Cecilia Bowie, Justin Akujieze, Richard Milo, Robin Benny, Miriam Mобley Smith, Yvonne Harris, Richard Darga, Jerald Henderson, Tiffany Hope, Debrah Jefferson, Jason Ferguson, Cheryl Green, Ce Cole Dillon, Patricia George, Fernando Diaz

1. Approval of the Sept. 2010 Minutes as amended
2. Enrollment Update (George): Headcount for this year: 7242—last year was 7021. Up 242. This is not the official headcount; it did not come from I. R.
3. Freshman Status Updates (Green): The Office of Academic Support (OAS) is preparing for the Early Warning process. iPad distribution data will be forthcoming. There is a temporary transition regarding UAASC. All students formerly advised by UAASC should go to OAS for support, advising, etc. The OAS team is being prepared to take on these responsibilities.
4. Advising (Jefferson): Advisor information is on the website. Times and days of advisor availability will be up on the web by the end of the day today. All faculty advisors are expected to post their office hours. By end of day Friday, deans are required to send a strong letter to any faculty advisors who have not provided regular office hours and to copy it to their personnel files. All who have not posted must do so by Friday. All information must be posted by the end of the first week of the term. Posting “by appointment” is not sufficient; there must be a minimum of 4 to 5 hours (depending on days on campus) per week.
5. Senior status updates (Office of Graduation and Certificates/OGC): The Provost has a list of students who have not responded to request to meet with Ms. Lowe; their deans are expected to contact them to encourage them to come in.
6. Marketing (Westbrooks): Programs are expected to market themselves; some marketing is done on the webpage, but everyone must work to get their programs marketed. Suggestions have been made to Bell to market specific programs.
7. Tutorial Resources (Jefferson): Surveys have been prepared for students to assess tutoring services that will be placed on-line with the directory of tutors. Dillon is putting together the surveys so that they can be filled out on-line and emailed to both Jefferson and Benny. Jefferson will monitor comments on advisors, and Benny will monitor comments on tutoring. Westbrooks reiterates that chairs and deans are responsible for supervising all tutors and the time they spend working. Departments must send all applicants for tutoring to HR, Keith Hooker. Requests for funds for tutors should come to Westbrooks college by college, not department by department. Green asks if there are many tutors available to help students with math, since freshmen all struggle with math. There should be at least two more tutors available in LAC to tutor math. Dr. Watson expects us to provide a tutor for every subject a in which there is a need for help. As tutors are made available, make Robin Benny aware and she will put the information on the website. Dr. Bowie will chair a committee that will look at ways to standardize tutoring, recommend training, etc. The goal is to be able to confer training certificates on tutors who complete the training.
8. Deans are to be commended for stepping up to help students graduate.
9. Enrollment Committee: List of proposed participants has been forwarded to Mr. Bell, who is charged with convening the committee. The committee will look at reasons for changes in enrollment.
10. Senior Thesis-Draft policy circulated. “Effective fall 2010, all undergraduates who enroll fall 2010 or thereafter and who graduate in Spring 2015 or thereafter will be required to complete a senior thesis (project/research paper) as defined by the student’s program of study to satisfy one of the culminating University requirements for graduation.” This language is agreed on, and Deans are required to help garner support for the policy from faculty.

11. Summer School (Jefferson): Dates for Summer School were also distributed. Chairs should have distributed policies for rotation rosters, and faculty should have submitted requests for Summer School teaching appointments and final four declarations. Dr. Jefferson provided the final enrollment numbers from last summer and asks that chairs use the information to carefully plan offerings for summer 2011. When planning, chairs should remember to ensure that classes needed by the 2005, 2006, and 2007 cohorts to graduate are offered. Reassigned Time cue sheets were distributed. Sabbaticals and educational leaves will be very limited—only very compelling cases will be granted. No administrative leaves will be approved (except for unit B people). CUEs have been examined. Assessment CUEs are still there. There are no more assistant chairs or associate chairs. Particular coordinators (labs, microscopes) still there. CMAT Coordinator still there. Secondary Ed Facilitators are gone. Cues will be given for accreditation purposes, and perhaps writing center coordination. In COE most program facilitators and coordinators are gone unless they are truly necessary, such as recital coordinator. LPN coordination is now part of the Chair’s duties. The main thing to keep in mind is accountability—all assignments must be put on yearlong, and end of year evaluation must address each assignments. Each faculty member must list specific accomplishments and responsibilities, and be held accountable for doing them. Anything a dean or chair has signed for cues needs monitoring and accountability. Dr. Watson asked how administrators are compensated for work on grants and how that work impacts on their administrative duties. These types of things should be transparent. Dr. Harris indicated that many grant recipients are not adequately filling out the necessary forms indicating the time and effort spent on the grant. Office of Sponsored Programs and Contract Administration must communicate regularly to ensure that all forms, overrides, etc. are followed up on and that both offices are aware. Must be able to determine what work being done for whom on whose dime. Dr. Watson indicated that administrators should teach, especially Deans, and they should get paid for the course they teach. Watson also indicates that he is speaking to his philosophy, not policy.

12. Announcements: International Students will be taken on a tour of Chicago.

13. Free salsa lessons in the rotunda every Thursday

14. Mike Ellison was injured in a car accident. Condolences.