Provost’s Council
December 8, 2010

Present: Sandra Westbrooks, Delores Nobles-Knight (for M. Mobley Smith), Tiffany Hope, Joe Balogun, Sylvia Gist, Cheryl Green, Debrah Jefferson, Richard Milo, Robin Benny, Jason Ferguson, Cecilia Bowie, Justin Akujieze, Derrick Collins, Yvette Warren, Sylvia Gist, Fernando Diez.

1. Minutes (Jefferson) – December 1, 2010 minutes approved as amended.

OLD BUSINESS

2. Technology updates (Green): Network outage Friday, Dec. 3 was caused by plugging a phone into the data network. No one should plug anything into data network. The campus-wide wireless project has started—by end of spring semester we will have all-campus wireless. Banner 8 upgrade: Two intermittent projects necessary. 1) data archiving: meetings will be held with affected areas to determine what data are necessary to archive; 2) data will be cleaned and made complete. IR will temporarily report to IT. If anyone needs data used for outside of university, they should make a request to IR. For non-official data needs for on campus, data from registrar’s office can be used. For spring classes, all faculty evaluations will be online by end of April. Ad Astra will be coming on-line after the 1st of 2012. This will help with scheduling courses that students need at times they need them.

3. Freshman Block Schedule (Green): 223 first-time full-time freshmen have or 43% of the freshman population is registered. OAS and UAASC registered 53% of UC and Undecided students. 142 students have holds; of these 102 have immunization holds. A strategy is being worked on to get these students vaccinated before spring. Many freshman students have never brought in official transcripts. CPS does not use electronic transcripts. CPS will get the necessary transcripts for freshmen from their schools if we give them the students’ names. Staff will be going to students’ classes to let them know about outstanding holds. In the future, there will be a policy that all admission holds and vaccination holds must be cleared up by the fourth week. As of today, we have only 12 freshmen who have withdrawn. Faculty warnings—many students called concerned about old warnings they have taken care of. We need a timeline for students to view and then the system needs to be cleared. The system will repopulate only if there is a blank; if a student has addressed the issue, faculty should put in posting of satisfactory progress for the following warning period.

4. Senior Status Update (Westbrooks ): We are in process of validating the number still left. Do deans know who their sacred students are? Deans are expected to do what is necessary to get them graduated. The first priority is to make sure that we are offering necessary courses.
NEW BUSINESS

5. Commencement Update (Warren): A draft of the program book will be sent to all on Friday for proofreading; responses from Deans are due no later than the following Tuesday by noon. Final dates for photos, tickets and caps and gowns are Dec. 15 and 16. All possible means of communication to students have been utilized to inform them of important dates and tasks they must do for commencement. Ms. Mayfield, our doctoral candidate, will give greetings, and Russelyn Williams, as outstanding undergraduate, will deliver the farewell address. Martin and Warren are creating a handbook for the Faculty Marshalls. There will be a training session for them so they know what is expected. To keep students from leaving, coat room will be locked. All graduates have been told that they may not leave, use cell phones, etc. and posters reminding students of expected etiquette will be in the corridor where they line up. We’ll need additional marshals from Arts & Sciences.

6. Freshman Block Scheduling (Westbrooks): Freshmen can register until 12/10. Arts and Sciences tried to offer blocks collectively among disciplines—looking forward to opening sections on the fifteenth so that anyone can enroll in these classes. Do other deans want to keep these classes quarantined for freshmen? Before next fall there should be discussions about how best to do Block Scheduling so that we can get freshmen registered during advanced registration. COE and COB classes will not be opened 12/15. Rigsby will be informed. Lindsey needs section numbers of courses blocked in business and education so that her advisors know not to put any students in those courses. These will stay closed until January 4th. After that date classes will be open to all.

7. Proposed Name Change for Board of Governors Update (Bowie): The survey is being closed out. Information will be available next week.

8. Certification for Tutors (Bowie): The Division of Continuing Education is beginning to develop a certification program for tutors.

9. Akujieze Graduate Faculty: One graduate program that had questions have now submitted recommendations. If individual faculty have not been named as graduate faculty in their departments, they cannot teach graduate classes in fall 2011. This should be reflected in the year longs. The deadline to give Akujieze recommendations has passed. Year Longs must be in to Jefferson by January 5. Dean of CHS has not approved OT faculty recommendations because recommendations do not reflect the minimum criteria proposed by the Graduate Council. If particular faculty cannot teach graduate courses for which they are scheduled because they do not meet the graduate faculty criteria, their year longs must be revised. Or, faculty can agree to co-teach.


11. NCAA Academic Support Evaluation Committee (Green): The committee members are: Athanase Gahungu, Fatemah Asadi. Stephanie Suttles, Ernst Coupet, Jason Ferguson, Fernando Diaz, and Robin Benny.
ANNOUNCEMENTS

Ferguson—Student Handbook is being revised—all send NEW information to Ferguson.

Warren: Enrollment held in JCC arena week of 10\textsuperscript{th} of January. Basketball game was moved to JDC. Freshman Orientation will be moved to back half of JCC arena as was done in fall 2011. Science Fair will be moved to SUB; Enrollment will be in JCC. On Jan. 19 we may host a mayoral educational forum: could be in either Breakey or JCC. Wish lists for facilities have been forwarded to Warren. No dates are confirmed. Warren will advise everyone of potential conflicts. Nothing can be confirmed until classroom schedule is finalized. Current residents of Douglas Hall (except for CHS) will be moving out of Douglas, and there must be some space for them to go to. Effective with Spring, Library Services will again be able to say who can use the 4\textsuperscript{th} floor of the library for any events. Not all who have used the library will continue to be able to use it, and more than one event will not be scheduled for the same day.

Jefferson: Cut session Thursday before first day of classes, January.

George: Student Orientation for January 13.

Westbrooks: DO NOT MAKE UNAUTHORIZED PURCHASES! PROVOST WILL NOT SIGN. Offense one will result in a letter of reprimand in the personnel file. Offense two means termination.

Provost Council is making a recommendation that the current list of 2006 and 2007 cohorts be forwarded to Deans by Dec. 15.

Provost Party will be Monday the 20\textsuperscript{th}—at 12:30 pm

Akujieze: Graduate and Professional Studies can now access Toefl and ECE online so that international students can now proffer these electronically.

Adjourned 3:40