

Chicago State University Faculty Senate

Meeting Minutes

September 6, 2022

Present: William Jason Raynovich (President), Yashika Watkins (Vice President), Sarah Buck (Recording Secretary), Gabrielle Toth (Corresponding Secretary), Danielle Land, Walid Al-Ghoul, Sarah Austin, Tatjana Petrova, Nadeem Fazal, Concetta Williams, Austin Harton, Lieu Jiang, Garrard McClendon, Mary Daniels, Leslie Baker Kimmons, Jubilee Dickson, Gabriel Gomez, Anser Azim, Caleb Westberg, Mohammad Salahuddin, Zafar Bokhari, Jason Carter, Eddy Gaytan, Olanipekun Laosebikan, Joanna Kolendo, Byung-In Seo, Nayshon Mosley, Soo Kang, Antwone Cameron, Vincent Osaghae, Mohammad Newaz, Asmamaw Yimer

- A. Call to order 12:30
- B. Approval of the agenda 12:31-12:33
  - a. Approved by unanimous consent
- C. Seating of Parliamentarian (Pres. Faculty Senate) 12:33-12:35
  - a. Concetta Williams
- D. Approval of May Minutes ([May 2022 minutes](#)) (Secretary) 12:35-12:37
  - a. Watkins moved to approve minutes, Gomez seconded > motion carried unanimously with one abstention
- E. Senator Comments/Speeches 12:37-12:39
  - a. Interested persons should notify Raynovich 7 days prior to the meeting
- F. Provost Report (Dr. Daniels) 12:39-12:45
  - a. Enrollment is flat. Approximately 100 students down. Still enrolling for special session. Dual enrollment up by 50 students
    - i. UG - 1415
    - ii. GR - 858
    - iii. Total - 2273
  - b. AA updating CAPP system for degree audit. Initial testing for new system by November
  - c. HLC preparation is primary focus for AY 2022. Use approved CV and syllabi
  - d. Announcement regarding reorganization of Academic Affairs forthcoming
  - e. 12 Hope Foundation Scholars attending CSU

G. COVID Task Force update ([Policy](#))

12:45-12:50

- a. Mr. Carter (Chair of Task Force)
  - i. Removed the vaccination mandate for enrollment except for Athletics and residence hall
  - ii. Mask mandate- discussed weekly. Still mandated currently based on “master plan”. In a medium risk, thus requiring masks in library and classrooms, but not in hallways. Use community enforcement by asking those maskless to wear a mask, but there are no sanctions to those refusing to comply. Have masks in class for students who do not have them. Faculty with a particular health concern have the authority to require masks in their classroom. In this situation, if a student refuses to wear one, elevate the conversation to perhaps Mr. Carter or Dean of Students
  - iii. Contact tracing- complete the information online from website and make HR aware so that they may complete contact tracing steps
- b. Syllabus modification (**Appendix A**)
  - i. Buck moved to modify portion of Covid statement on syllabus regarding judicial action taken against students refusing to comply with mask mandate, Watkins seconded > Motion carried with 11 yes, 5 no, 1 abstention

H. Summer Committee

- a. Syllabus statement on copyright material (**Appendix B**) 12:50-1:00
  - i. Buck moved to add statement on copyrighted material to syllabus, Toth seconded > motion carried with 16 yes, 1 no, 0 abstentions
- b. Session with Offices engaging students (**Appendix C**) 1:00-1:30
  - i. Buck moved to invite offices below to present at the September meeting, Toth seconded > Austin made a friendly amendment to move “matriculation” to the beginning of the statement. Motion carried unanimously

ii. Guests

1. Dean Cameron: Division of Student Affairs
  - a. Phone calls to office unreturned. Phone numbers on website are incorrect
  - b. Recognizes the issue of additional programming for graduate and professional students
  - c. Career specialist being sent to various colleges to provide information to students
2. Dean Mosley: Division of Student Affairs
  - a. The office meets regularly with Department Chairs and Deans
3. Ms. Land: Bursar's Office
  - a. Concern was raised regarding >\$843 fee increase for part time online students. Previously, these students were only charged \$50.
  - b. The Tuition and Fees committee are discussing the issue currently
4. Mr. Westberg: Registrar
5. Mr. Rodriguez: Office of Financial Aid
6. Miscellaneous questions/comments:
  - a. A question was raised with how information is communicated to graduate students. Panelists remarked their office does not differentiate between graduate and undergraduate communication strategies. The majority of information comes via email
  - b. Information that goes out to students that includes a CSU office email should ensure the email is checked. A working phone number should be included, as well.

- c. Concern raised about students being bounced around between offices. Answers indicated student issues are complicated and require multiple steps
- d. Question raised regarding having sufficient budget and resources for low GPA students. Response was generally no. Encourage students to take advantage of the resources that CSU does have
- e. What other strategies can be invoked for communication besides CSU email?

## I. Standing Committee Reports

- a. Executive Committee (Pres. of Faculty Senate) 1:30-1:35
  - i. Bylaws of committee forthcoming
  - ii. President Scott response to letter of concern from May meeting  
**(Appendix D)**
    - 1. Did not discuss
- b. Rules and Operations Committee (Chair of ROC) 1:35-1:40
  - i. Elections
    - 1. Parliamentarian (result)
    - 2. Senate position
      - a. Chemistry & Physics (determination)
      - b. Pharmacy Practice (result)
      - c. Nursing (determination)
        - i. No one eligible in the department
      - d. Social Work (no response)
    - 3. ROC position (result)
      - a. Tek Gala seated
    - 4. UCC seat (Senate) (update)
    - 5. UPC College of Education (update)
      - a. Nomination received after deadline. In discussion with ROC

6. Grand Marshal

a. Tabled

7. Need a nomination for IBHE representative. Email Raynovich

J. Old Business

a. Raynovich will meet with President and Provost offices following FS meetings to present action items

b. Ad Hoc Campus Safety 1:40-1:43

i. Need a person placed for this position

K. HLC (Prof. Toth) 1:44-1:45

a. Contact Toth with comments/questions

L. Faculty Senate update (Pres. FS) 1:45-1:55

a. Poll Senate sessions (in-person or Zoom)

i. Raynovich office hours 9-11, 1-3 M, 10-11 W. Meetings can be requested for FS matters

ii. We will remain on Zoom for AY 2022

b. Website ([csu.edu/facultysenate](http://csu.edu/facultysenate))

i. Website has been updated

c. Senator Duties and Rights (presentation)

i. Document located on Google drive for Senator review

ii. New online submission form for action items. A link will be sent out for the form

d. Committee assignments

M. New Business (Pres. Faculty Senate) 1:55-2:00

a. Tuition and Fees Committee

i. A Senator is supposed to be on this committee

ii. Academic Affairs committee will discuss the issue of the fee increase at the September meeting

iii. Shared Governance issue

N. Adjournment 1:57

- a. Osaghae moved to adjourn, Gayton seconded > motion carried by unanimous consent

# Appendix A

## Context/Rationale:

Due to the new COVID Operating Plan and the discussion reported to the Executive Committee by the Faculty Senate President regarding the lack of legal actions enforcing the policies, the Executive Committee is recommending a change the HLC syllabus format.

## Action Item:

The Faculty Senate recommends removing the sentence in the HLC syllabus that reads “ Failure to comply with mask wearing is a violation of Student Conduct Code and necessary judicial actions will be taken for students who do not comply.” effectively immediately, September 6, 2022.

# Appendix B

Action Item:

Materials used in this course—unless otherwise indicated—are protected by United States copyright law [Title 17, U.S. Code]. Materials are presented in an educational context for personal use and study and must not be shared, distributed, or sold in print—or digitally—outside the course without permission. As a student, your ability to post or link to copyrighted material is also governed by United States copyright law. The law allows for students to post or link to copyrighted materials within the course environment when the materials are pertinent to course work. Instructors—or other staff of the institution—reserve the right to delete or disable your post or link if in their judgment it would involve violation of copyright law.

<https://learn.bhc.edu/courses/734982/pages/syllabus-copyright-statement-samples>



# Appendix C

## Action Item:

The Faculty Senate President shall invite representatives from Financial Aid, the Bursars Office, Division of Student Affairs, the Office of Evaluations, and the Registrars Office to attend the September 2022 meeting of the Faculty Senate to respond to concerns of the faculty regarding enrollment, retention, and matriculation.

# Appendix D

## REPORT FROM THE EXECUTIVE COMMITTEE

May 3, 2022

The Executive Committee of the Faculty Senate wishes to express its concern regarding several items that affect everyone affiliated with CSU.

The first item of concern is the lack of stable leadership on the academic side of the university. At this time, only the Colleges of Pharmacy and Business have a permanent dean; the College of Arts and Sciences, the College of Health Sciences, the College of Education, the College of Continuing Education, and the Gwendolyn Brooks Library are being served by interim deans.

**Among other issues, the lack of stable, permanent leadership** makes it difficult for 1) faculty and chairs and programs to be appropriately supported in their work and 2) for thoughtful, data-informed plans to be made, as opposed to reactive plans. Thoughtful planning allows faculty and programs to remain current and grow and take leadership in their various disciplines.

One of the latest losses is in the College of Education with the resignation of Dean Dr. Carolyn Theard-Griggs. Among reasons she resigned is **the second item of concern: individuals being expected to fulfill too many roles**. The issue of fulfilling too many roles leads to frustration and burnout, and, ultimately, resignation. But before resignation, this practice often results in primary responsibilities (in part or in whole) becoming secondary, being neglected, or falling through the cracks. Ultimately, this negatively impacts the university's costs and productivity.

When well-liked and respected members of our communities leave, it is time to investigate the processes that result in this attrition, and to correct said processes immediately to avoid further hemorrhage and damage.

**Last is the continued problem of a lack of availability and responsiveness of key offices** in the Cook Administration Building, such as Admissions, Financial Aid, and International Programs. Being short-staffed or under-resourced does not excuse the run-around our students get, and this is not a new problem.

Although it is encouraging to hear what personnel in Enrollment Management may be doing to bring prospective students to campus, we are very concerned about the retention of students we currently have. In addition, prospective students will not become actual students if they cannot get assistance with the application and financial aid processes, cannot get swift and correct answers about transfer credits, and cannot have their emails or phone calls answered in a timely, pleasant and appropriate manner, the "touches" that are referenced in discussions about the admission process.

Until these recurrent, long-term problems are finally addressed, we will continue to not only hemorrhage the good people we have and fail to grow leadership from within, we will not see the gains in rates of retention and graduation, that enable the institution to grow.



July 18, 2022

Dear Dr. Raynovich and Faculty Senate Membership,

I am writing to acknowledge receipt of your letter and to share critical updates in regards to university operations and our comprehensive student success initiative Cougar Commitment. As always, I value your thoughtful engagement and appreciate hearing directly from you for the first time regarding the concerns outlined.

During the Senior Leaders Chat held on campus on May 9th, I, along with members of the university's executive leadership team, shared division-specific updates, information regarding personnel departures and key hires, and made ourselves available to answer questions raised by the students, faculty, and staff. In addition to this campuswide format, I continue to provide detailed updates directly to the Faculty Senate leadership each month in our regular monthly meetings.

I acknowledge that, like most institutions of higher education, we have experienced an unprecedented number of resignations during this "Great Resignation" environment. Staffing is now one of my top priorities and we have shared these challenges with the university community and the Board of Trustees. To address our critical need for permanent, high-quality talent the administration has invested in the following strategies:

1. retained national search firms to conduct searches for senior-level vacancies, such as our open academic dean positions;
2. retained a regional search firm to assist with mid-level manager vacancies;
3. secured seasoned interim administrators through The Registry, a premier interim placement firm in higher education;
4. reassigned duties for vacant roles to ensure continuity of functions;
5. expanded our outreach for job-postings to industry-specific publications;
6. and adding support for human resources to aid departments with talent acquisitions.

In addition, we continue to onboard new staff in mission-critical functions such enrollment management, student affairs, grants administration, and continuing education.

As you know, prior to the COVID-19 pandemic, Chicago State experienced its first enrollment increase in 10 years. The pandemic has had a measurable impact on higher education enrollment across the country, particularly at regional public universities like CSU. As a result, we have enhanced and modified our recruiting strategies to address the current state. We monitor the summer and fall 2022 enrollment numbers and are encouraged by the current direction with new

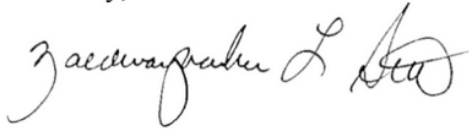
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incoming students. I am also excited to report to you that we have seen gains in both our retention and graduation rates, demonstrating our commitment to continuing students as well.

Thank you for recognizing our shared priority and responsibility to ensure the enrollment, retention, and graduation of our undergraduate and graduate students. Your commitment to our students and the institution are integral to our continued success. I look forward to continuing working in partnership to ensure the success of Chicago State students and to move the university forward.

Sincerely,

A handwritten signature in cursive script, appearing to read "Zaldwaynaka L. Scott". The signature is written in black ink and is positioned above the typed name.

Zaldwaynaka Scott, Esq.  
President  
Chicago State University