

**JOHN CARROLL UNIVERSITY
PROVOST'S COUNCIL**

John Day, Kathleen Dean, Lauren Bowen, Jeanne Colleran, Sherri Crahen, Barbara D'Ambrosia,
Dwight Hahn, Jim Krukones, Mark McCarthy, Sheila McGinn, Paul V. Murphy, Karen Schuele,
Brian Williams, David Wong, Sheri Young.

May 1, 2013
Minutes

Present: J. Day, Lauren Bowen, Jeanne Colleran, Sherri Crahen, Barbara D'Ambrosia, Kathleen Dean, Dwight Hahn, Mark McCarthy, Sheila McGinn, Paul Murphy, Karen Schuele, B. Williams, David Wong

J. Day convened the meeting at 9:10 am.
The Minutes of the April 19, 2013 meeting were approved.

J. Day requested L. Bowen coordinate efforts regarding planning for the first year students in the fall of 2013. L. Bowen reported on the work being coordinated with M. Moroney and K. O'Dell, noting that attention is being paid to both academic and social transition to academic life.

The cohort advising program will begin in the fall. AR120, will also continue, and they will continue to tweak the course so it "talks" with cohort advising. All students will be encouraged to enroll in AR120, and students and parents will be informed of this opportunity. Understanding that not all first-year students will enroll, two sections of AR120 will meet the second half of semester, and students identified as having social or academic problems will be referred to these sections.

L. Bowen noted that work is being done to expand and grow the Learning Commons in Grasselli Library. The hope is to make the Learning Commons a part of the culture of first year students. Information regarding the Learning Center will be distributed prior to orientation, with a one-page handout listing resources available, concise summary of what they are, where they are, why they matter.

J. Day thanked L. Bowen for her report. He then moved to the next topic of Transient Petitions. He reported on the recent CAP document and discussion regarding petitions at the Faculty Council meeting in December. B. D'Ambrosia explained that the original document was referred back to CAP. She feels there are larger issues regarding the disparity in the treatment of transfer and transient petitions. She noted the approval process for transient petitions is a different process than that for transfer petitions, and was hoping to work in CAP to make the process more consistent.

For those matriculated students who wish to take a course elsewhere, the approval answer can be different depending on who is making the decision. There were concerns that chairs may make decision based on whether a course is taught on line. S. McGinn noted the huge variability of course content with on-line courses from other institutions. John Carroll University's minimum standards of what constitutes a core course may not be included in an on-line course, as some on line courses have no writing assignments or discussion involved.

B. Williams noted that there are inconsistent practices and the need for a clearer policy.

J. Day reported that a transient petition proposal worked on by the Policy Group would be forwarded to CAP. B. D'Ambrosia noted that this issue was also high on CAP's agenda.

J. Day noted that, with respect to the upcoming accreditation, federal compliance documents require peer reviewers to confirm that an institution has policies in place that their own courses are consistent internally (on-line/summer/seated). We must demonstrate to the peer review team that it is the same internal process in place by which we can confirm courses are consistent.

K. Dean mentioned that this issues falls under the "assumed practice" level of the upcoming accreditation. If we are found deficient in this area it will raise red flags. She stated that the onus is on the syllabus. Does the course demonstrate that it meets requirements – are we asking the right questions. There should be a clear process to say "yes" or "no."

L. Bowen mentioned that as of now we are creating obstacles rather than supporting students in the petition process. B. Williams pointed out that a petition signals to us that a student wants to return to John Carroll University. If we place more barriers, students taking summer course elsewhere may then stay at the other institution.

There was discussion on whether summer tuition costs are a deterrent to students taking courses at John Carroll. It was pointed out that summer tuition costs have not increased in several years. It was reported that, due to other recent changes, including more on-line courses, our enrollment for this summer has increased.

J. Day noted that works needs to be done to clean up the transfer and transient petition process. He also noted that the Boler and CAS chairs will be meeting regarding petitions. B. Williams stated that the petition form will need to be revised to flow from policy.

Moving to the round table discussion, B Williams reported that there were 724 freshman deposits as of today. He thanked all involved in the admission process. He noted that along with success there are things to be mindful of, pointing out that the increase in the number of commuters means we will need to think about the ways we support commuter students.

S. McGinn reported that the Gender and Diversity Committee is working on a child care proposal, and has submitted a Parental Leave Policy proposal to Faculty Council.

J. Day adjourned the meeting at 10:50 am, noting that the May 10th meeting will be a debrief of this year, along with a discussion of topics for next fall.

The meeting was adjourned at 10:50 am.

Respectfully submitted,
Barbara Lovequist