

**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.

September 11, 2013
Minutes

Present: John Day, Lauren Bowen, Sherri Crahen, Barbara D'Ambrosia, Kathleen Dean, Dwight Hahn, Jim Krukones, Sheila McGinn, Paul Murphy, Karen Schuele, Brian Williams, David Wong.

J. Day convened the meeting at 9:05 am. He welcomed the group and asked that everyone introduce themselves.

Minutes of the May 10, 2013, meeting were approved.

J. Day noted that there are plans to add the minutes to the Provost/AVP website. He also suggested that faculty might wish to post them to the Blackboard site.

J. Day introduced Kyle O'Dell, who was invited to report on Orientation. K. O'Dell handed out information and reported on the transition process for incoming students. He noted that there are 120 commuter students and, while there was increased communication directed to this group, there is still a need to reassure the commuters that they are welcome at all events.

MaryClaire Moroney was invited to speak on cohort advising as part of the orientation process. M. Moroney reported that she had heard positive feedback about the cohort advising process, but also noted some logistical issues that need to be tweaked. Department chairs thought that cohort advising resulted in a smoother transition for the students, mostly due to the increased contact with advisors. M. Moroney noted the opportunity to assess and follow up on cohort advising, with the larger goal of tracking how the process plays out in terms of graduation rates. D. Hahn suggested Faculty Council be involved in the assessment process.

M. Moroney also reported on logistical issues in scheduling for cohort advising, and noted that there was more work to do in advising transfer students. She is working with A. Kugler to schedule workshops for advisors on the topics of advising special populations of students, cohort advising, and best practices.

J. Day noted that cohort advising is a good program and off to an excellent start.

Discussion ensued regarding the need for updating the current APR form and Banner issues related to releasing students to drop a course. It was suggested these concerns be relayed to B. Williams, as he is looking at ways to enhance Banner.

Discussing AR 120, L. Bowen noted enrollment was not as robust as hoped. While the syllabus remained largely the same, the schedule was changed to mesh with cohort advising. The course was open to all students this year. A trailer section will be offered after the submission of mid-term grades which will target students with academic and social issues.

There was discussion on the number of great programs we have in place and how to make them more cohesive. As we move to the new Core, there will be a need for a common first-year experience. L. Bowen, K. O'Dell and M. Moroney will meet to discuss the makeup of a working group to discuss this issue.

J. Day distributed a policy on credit-hour definitions, which is now required by the US Department of Education and HLC best practices. The policy was drafted by the Registrar and B. Williams, and shared with the Provost, Deans, and Associate AVP's. J. Day noted that the policy articulates what has been our practice. Discussion ensued regarding implications for internships and final exams for 1-credit vs. 4-credit classes. J. Day noted the need for quick approval of the policy, especially since it must be submitted as evidence for HLC. J. Day requested that B. D'Ambrosia report on this discussion to CAP.

K. Dean gave an HLC re-accreditation update. She noted that the draft of the Self-Study has been shared with the President and Provost for feedback. A copy will also be shared with the Vice Presidents for discussion next week. The report will then be shared with the JCU community on John Carroll's internal HLC website, where there will be opportunity for feedback. K. Dean noted that there will be a campus presentation next Wednesday, and the committee will also meet with a variety of campus groups in October. Feedback will be incorporated into the final report, which will be sent to HLC in December. K. Dean noted that this was an institution-wide effort.

D. Wong discussed the 2012-2013 and 2013-2014 budgets. While the audit on the 2012-2013 budget has been completed, it has not been finalized. Thanks to everyone holding spending down, the initially projected deficit of \$2.9 million was reduced to \$200,000. The 2013-2014 budget has not been approved by the Board yet, and forecasts a \$3 million deficit at this time. This forecast will be updated next month.

D. Wong distributed P-Card Procurement Guidelines, which are based on existing policies. The guidelines have been uploaded to the finance website.

J. Day solicited suggestions for topics for the next Provost's Council meeting. K. Dean suggested discussion of the communications survey distributed last spring. S. McGinn suggested a report on the Capital Campaign. M. McCarthy suggested that B. Williams report on retention data.

D. Wong reported on the recent meeting of the search committee for the Assistant Provost for Diversity. Sixty-one people applied for the position. Of those, six will be invited to an airport interview. Three dates have been selected for on-campus interviews in October.

The meeting was adjourned at 10:35.

Respectfully submitted,
Barbara Lovequist