

JOHN CARROLL UNIVERSITY
PROVOST'S COUNCIL

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

December 11, 2013
Minutes

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

J. Day convened the meeting at 9:10 a.m.

The Minutes of the November 22, 2013, meeting were approved.

J. Day announced that minutes for the UPG and Provost's Council meetings have been posted on the Provost's web page. The University Budget Committee minutes are posted on Blackboard for faculty, since we don't have a portal to post confidential information.

K. Dean presented updated information on the HLC Self-Study. She and M. Berg have worked to slim down the document, adding links to files as evidence. The report has received unanimous approval by the Board of Directors. The final copy is presently being edited by J. Krukones, who reports only finding cosmetic changes. The report needs to be submitted to HLC by Monday, December 16. K. Dean noted that HLC encourages the use of electronic means for posting information. John Carroll has been informed of the members of its review team:

Dr. Marla Scafe, Chair, Institutional Research Board, Walsh College (Chair)
Dr. Sue King, Vice President for Information Service and Vice Provost, Avila Univ.
Dr. Tami Joann Eggleston, Associate Dean & Prof. of Psychology, McKendree Univ.
Dr. Frank Gersich, Prof. of Accounting and Associate Dean, Monmouth College
Dr. Jonathan D. Bartling, Director of Faculty Development and Accreditation, Olivet Nazareen Univ.

K. Dean noted that the majority of team members are from liberal arts colleges, three religiously affiliated. In January, the Self-Study Committee will engage J. Miller and E. Swenson, both seasoned facilitators/HLC team members, to assist with conversations on what to expect during the HLC team visit. Talking points will be created to be aware of what we found, arguments and evidence, so we can be as well informed as possible. A final copy of the report will be posted on the John Carroll HLC Accreditation web site.

K. Dean noted that if anyone had questions, they should reach out to her or M. Berg. She thanked everyone for their help in getting to this point, noting that it is a campus-wide effort.

J. Day thanked K. Dean and M. Berg for their work, noting that on Monday we will have passed a major milestone with the submittal of the self-study report.

L. Bowen reported on AR 120 for spring and related issues, and was hoping to receive feedback on how to proceed for spring and going forward in light of the demise of the First Year Seminar and the advent of the new Core.

She noted that the CARE Team program was up and running, and a decision had been made to offer a trailer section for students with four or more deficient grades. The sentiment in the room

was that the CARE Team program was working very well and was helpful to students floundering in the first half of the year. The students seemed receptive and the group deemed the program worthwhile.

L. Bowen noted that they would like to offer AR 120 in the spring, for students that have not taken it yet and who were not successful in their first semester. The course would be much more focused on academic skills compared to AR105. Some concerns were expressed about transfer students who arrive in January for their first year of studies, and related transition issues, and whether these students should have their own section of AR120. B. Williams suggested a different course number, noting the use of AR105 and AR105W – the “W” denoting “at risk from first semester.” He also noted that the Cohort Advising model for January transfers helps to bridge the gap for these students.

L. Bowen reiterated hearing support for a one-credit course in spring for students on probation; transfer students would have the option of taking AR120, but Cohort Advising would be required.

Discussion ensued regarding concern about adding to a student’s schedule if the student is already struggling, the issue of academic probation, and limiting course load and the risk of losing financial aid. M. McCarthy noted that a bigger issue may be that transferring is hard for students, and there is no specific point person to direct them at John Carroll.

Discussion ensued regarding the need to be transparent with students in academic distress regarding their academic planning. We need to let them know they are welcome to stay, but they need to be clear about what they can accomplish and the fact that a lighter course load may affect financial aid; in some instances it might be better to transfer out and see what courses to take that can transfer back in. It was noted that advisors need to be copied on this advice to students. B. Williams noted that the deans are doing intensive work with the students and that the deans and Financial Aid are well aligned, and the next step is to now make sure advisors are engaged with the information.

J. Day thanked the members for the good discussion, noting the importance of thinking comprehensively about the first-year experience to see how things link together

J. Day confirmed the committee meetings dates for spring 2014, noting that we would continue meeting on Wednesday morning at 9:00 a.m., and Friday afternoon from 3:00-5:00 p.m. .

M. McCarthy noted it would be helpful to identify topics for the upcoming semester. J. Day mentioned that retention-related issues and campaign-related issues could be topics for discussion. M. McCarthy noted that the UPG planned to involve the Provost’s Council in work on institutional outcomes. Another topic suggestion was defining experiential learning.

The meeting was adjourned at 10:15 a.m.

Respectfully submitted,
Barbara Lovequist

Spring 2014 meeting dates:
Wednesday, Jan. 29 – 9:00-10:30 AM
Friday, February 14 – 3:00-5:00 PM
Wednesday, Feb. 26 – 9:00-10:30 AM
Friday, March 14 – 3:00-5:00 PM
Wednesday, March 26 – 9:00-10:30 AM
Wednesday, April 9 – 9:00-10:30 AM
Friday, April 25 – 3:00-5:00 PM
Wednesday, May 7 – 9:00-10:30 AM