

JOHN CARROLL UNIVERSITY
PROVOST'S COUNCIL

Jeanne Colleran, Sherri Crahen, Barbara D'Ambrosia, Roy Day, Linda Koch, Jim Krukones,
Anne Kugler, Graciela Lacueva, Mark McCarthy, Michelle Millet, Terry Mills, Martha
Mondello Hendren, Maryclaire Moroney, Mike Nichols, Alissa Nutting, Ed Peck,
Karen Schuele, Brian Williams, David Wong.

March 27, 2015
Minutes

Present: S. Crahen, J. Krukones, A. Kugler, G. Lacueva, M. McCarthy, M. Mondello Hendren,
M. Moroney, M. Nichols, B. Williams, D. Wong.
Guest: C. Wenzel.

A. Kugler led the discussion in J. Colleran's absence.

A letter of support for the Cohort Advising model, drafted by S. Crahen and M. Moroney, was distributed. If the Provost's Council members agree with the gist of letter, it will be sent as supporting documentation to M. Moroney's Cohort Advising proposal to CAP, to note the discussion of the issue in the Provost's Council and the council's support. There was discussion of the letter along with suggestions for word-smithing. Faculty's response to Cohort Advising was discussed, along with survey results and NSSE data. The Provost's Council members agreed to send the letter as supporting documentation: 9 yes – 1 abstention.

A Kugler noted the Leave of Absence Policy, and thanked C. Wenzel for her work on the issue. C. Wenzel reported that the policy was in the making for the last 1-1/2 years. She noted that as some students needed to withdraw from University, we wanted an avenue for them to return, and a way to track and contact them. There was also discussion on administrative withdrawals. M. Mondello Hendren noted that a new coding system is being implementing for Fall 2015, to code and produce reports on students who left the University and which students are expected back and when. It was suggested that Academic Advisors also need to know this information.

There was discussion on improving the consistency of the Tuition Refund Policy. There was a suggestion made to put into writing more information on who is in charge of making decision on exceptions to the Refund Policy.

There were suggestions made to fine-tune some of the languages of the Leave of Absence Policy, noting confusing language with regard to the veterans section. There was discussion on which campus resources students are able to use after they withdraw, and a suggestion for a list to clarify. It was noted the Retention Committee working group would be the entity to monitor and bring any issues or needed changes to the policy to the attention of the Provost's Council. It was noted that the document should state when it was last reviewed, suggesting with the Bulletin cycles so we will then have a history maintained in the Bulletin.

There was a question as to how this policy information would be disseminated and where it would permanently reside. Suggestions were made for an email from the Provost with the final version attached, noting where the policy could be found: Arts and Sciences page along with the academic advising forms, on the policy page in the Bulletin; and posted prominently on the JCU web site in multiple places.

A. Kugler presented a motion to the committee to recommend the policy, with slight corrections, to the Provost for approval. The motion was approved unanimously. Once C. Wenzel has incorporated the revisions and forwarded the revised document to her, A. Kugler will forward the policy to the Provost, and ask that a committee be constituted to consider cases of exceptions to the Tuition Refund Policy, and that the Leave of Absence Policy be disseminated in an email to faculty and posted on the website and in the Bulletin.

Respectfully submitted,
Barbara Lovequist