

**JOHN CARROLL UNIVERSITY
PROVOST'S COUNCIL**

Jeanne Colleran, Medora Barnes, Sherri Crahen, Barbara D'Ambrosia, Margret Farrar,
Jim Krukones, Mark McCarthy, Al Miciak, Michelle Millet, Terry Mills,
Martha Mondello Hendren, Maryclaire Moroney, Ed Peck, Mindy Peden, Nick Santilli,
Elizabeth Stiles, Brian Williams, David Wong.

September 16, 2015
Minutes

Present: J. Colleran, M. Barnes, S. Crahen, M. Farrar, J. Krukones, M. McCarthy, A. Miciak, M. Millet, M. Mondello Hendren, M. Moroney, E. Peck, M. Peden, N. Santilli, E. Stiles, C. Wenzel, B. Williams, D. Wong.

J. Colleran welcomed Dr. Alan Miciak to the Provost's Council as the new dean of the Boler School of Business.

The principal item on the agenda was a review of the proposed Leave-of-Absence Policy, which deals with the departure of students from the University. The policy has been in development for some time, and credit is due the working group that took the matter under its wing (M. Moroney, S. Crahen, M. Hendren, C. Wenzel, and R. Dinnen) as well as M. Peden, who initiated the project several years ago. C. Wenzel did a walk-through of the proposed policy, specifying, for example, the several possible categories of leaves (medical, military, financial, academic, personal). B. Williams pointed out that assigning students to these categories makes it easier to develop appropriate policies for them. Likewise, the inclusion of a checklist for students initiating the withdrawal process clarifies the steps they need to complete. A. Miciak suggested that the difference between withdrawal from the University and withdrawal from a course needed to be made clearer. S. Crahen proposed, now that the policy had been endorsed by the Provost's Council, that it go to the Senior Leadership Team for review and approval; she also emphasized the need of a plan to disseminate the policy, not only among faculty but also staff. N. Santilli suggested that parents, too, ought to be informed about the policy. D. Wong asked who needs to sign off on the form. C. Wenzel said that students initiate the process by going to Enrollment Services, where they are given the appropriate form; a student in crisis, on the other hand, would be withdrawn by the Dean of Students.

A discussion ensued about faculty input into the policy. It was suggested that, while consultation with the Faculty Council through its chair B. D'Ambrosia would be appropriate, a faculty vote would not be necessary because it was an administrative rather than a curricular measure. In addition, M. Peden said that she would report to the Faculty Council about the policy and make a request for its endorsement. M. Barnes wondered whether there could be feedback about the form, as it might benefit from some tweaking, especially from the student perspective. B. Williams added that other offices and divisions might have valuable input to offer as well, as a

student withdrawal could have implications for them. As an example, S. Crahen cited the Carroll Card, the deactivation of which can be slow and problematic.

Summarizing the discussion on the leave-of-absence policy, J. Colleran suggested that three matters warranted attention: 1) the clarification of language around the terms “course drop,” “course withdrawal,” and “semester withdrawal”; 2) determining how the initiation of the policy will affect our planning, including University revenue; 3) developing a communication plan for the policy. Regarding the last of these matters, J. Colleran said that the individuals who worked on developing the policy might tweak the form and tease out its implications. B. Williams will develop the “calendarization” of the withdrawal process. J. Colleran also asked the Provost’s Council to determine which policy ought to be the next for it to consider and, more generally, how we might promote the expectation that such policies will originate in this body. Discussion followed on the need of a standing group on policy review. The consensus was that such review should be conducted by existing committees rather than new ad hoc ones, which would not be welcomed by faculty who already feel overworked. S. Crahen said that the people who worked on the leave-of-absence policy next would take up the related issue of tuition reimbursement for students who depart the University.

J. Colleran thanked members for the discussion and reminded them that the next meeting would focus on the issue of retention.

Minutes prepared by J. Krukones