**Provost’s Cabinet**  
**Meeting Notes**  
*Date: August 21, 2018*

**Present:** Bette Bergeron, Alan Hersker, Jill Pearson, Michael Sitton, Steve Marqusee, Walt Conley

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<tr>
<th>Topic</th>
<th>Discussion</th>
<th>Input/Governance</th>
<th>Action Steps</th>
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| RedShelf (Lyndon Lake, Janet Robbins) | **--Discussion of RedShelf**  
- Focus on reducing costs of textbooks for students  
- Hope to pilot 2-3 courses in the spring (e-books on the platform)- large introductory classes are preferred for the pilot  
- Would need to coordinate w/ Student Accounts for billing  
  - Bookstore gets reimbursed afterwards  
  - Students billed per book  
- Important consideration- text available from first day of class  
- Allows for highlighting, flash cards, notes  
- Audio- has e-reader  
- Students would need to opt-out  
- Can print up to 20% of the book  
- Texts would be available on multiple devices  
- Morrisville using this- has piloted successfully (30 classes)  
- One semester access  
- Does integrate w/ Moodle  
- Concerns  
  - Students that don’t have devices- Could the Bookstore carry an inexpensive reader?  
  - Losing access after the semester  
  - Are there less expensive options available?  
  
**--Next steps:**  
- Deans- discuss w/ departments to identify faculty interested in piloting  
- Janet & Lyndon can come to departments to discuss  
- Need to coordinate w/ ongoing OER efforts (Alan, Esta) | **--Which governance body should be contacted, and by whom?**  
**--What is the goal- input, recommendation, approval?** | **--Deans-** identify faculty who might be interested in piloting; let Janet know  
**--Involve faculty in pilots as desired; need to update through Senate, Newsletter** |
| Updates          | --Academic Affairs Visioning Task Force | --Bette to send memo to Visioning Task Force members once the SOEPS Dean search is made public; will also post Task Force report online | --Bette- review memo; send to Task Force  
--Steve- check prior draft regarding divisions, pass along to Bette for use by the Academic Affairs Visioning Task Force  
--Bette- include division draft w/ charge to new Visioning Task Force  
--Bette- resend diversity language to deans for SPOLR  
--Bette- ideas for online language for SPOLR |
|-----------------|----------------------------------------|----------------------------------------------------------------------------|--------------------------------------------------------------------------------|
|                 | - Confirm draft- to be sent once the SOEPS dean’s search is announced  
- Make it clear that the original Task Force doesn’t have to get back together |                                                                           |                                                                                   |
|                 | --Reminders:  
- Deans- make sure that language regarding online teaching/experience is included in faculty job searches  
  o NOTE: *Were we requiring applicants to include a diversity statement?* Candidates should be addressing this in their letters; diversity is included as a requirement for the position  
- Bette- for Student Completion Task Force, include assessment of advising (there is a draft) |                                                                           |                                                                                   |
| SUNY Annual Report | --Review draft and information requested |                                                                           |                                                                                   |
| Liberal Arts Hours/SUNY | --Discussion of Liberal Arts- required hours  
- SED is getting very picky about courses identified as “Liberal Arts & Sciences” in proposals for B.A. programs  
- Do we need a proactive review of which courses are identified as LA? (theory vs. skills)  
--Next steps:  
- Do we need to amend the process for course proposals- dean approval to check for appropriate use of the designator—add to the checklist/process?  
  o Deans to work w/ associate/assistant deans to ensure close check on the designator  
- Existing courses- deans/assistant deans/associate deans in consultation with chairs to review list of courses currently listed as LA to determine if there are any incorrectly coded | --Involve chairs/faculty in review of courses currently coded as LA- do these meet the SED definition? | --Jill- run a list of courses designated as LA for review  
--Deans- work w/ assistant/assoc deans and chairs to review list of LA courses to ensure alignment w/ SED |
| Medical Excuse Policy | --Discussion- *current Medical Excuse Policy*  
- Refer to current policy: [http://www.potsdam.edu/studentlife/healthservices/policies/classexcuse](http://www.potsdam.edu/studentlife/healthservices/policies/classexcuse) | -- Faculty input to be sought on course policies related to absences | --Bette- share concerns w/ wording of medical excuse policy w/ Eric |
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<tr>
<th><strong>Issue</strong></th>
<th><strong>Concern</strong></th>
<th><strong>Recommendation</strong></th>
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| tone of the current policy, asking faculty to make medical determination regarding students’ absences | given that the Health Center won’t issue medical excuses, what are the consequences for students with faculty members with stringent absence policies (e.g., three absences, then failure of the course) | Deans discuss w/ faculty ideas on course policies related to illnesses; for example:  
- Students are responsible for making up work missed due to absences  
- For excessive absences, students would need documentation from a health care professional (but not the campus health center)  
- Provide recommended language for faculty; lots of options for suggestions |

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<th><strong>Mileage Reimbursement</strong></th>
<th><strong>Discussion:</strong> policies for reimbursing faculty who teach off campus (e.g., Watertown) or who travel from great distances to teach here (e.g., from Canada)</th>
<th><strong>Michael</strong> - check adjunct pay policy w/ HR</th>
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|                           | Review of Watertown policy  
- Review of Maggie’s policy from 9/11 |  
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**Issues:**  
- Difficulty identifying adjuncts in certain disciplinary areas; consequence of losing those faculty if policy is changed  
- Michael - check w/ HR regarding differentiating adjunct pay for hard to hire areas - specialized expertise |

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<th><strong>New Program Approval</strong></th>
<th><strong>Discussion:</strong> updating the policy</th>
<th><strong>Walt</strong> - work w/ Kim on putting the Checklist up on the Senate’s site</th>
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|                          | Business Plan - current format? Yes, OK  
- Timing for proposal to be sent to the President’s Council for budgetary review - After business plan is developed, but before impact statements are requested  
- Focus by PC is on budget review  
- Next steps:  
  - Deans need to communicate to programs the step to bring proposals/budgets to PC before impact statements |  
**Faculty and deans collaborate to develop the business plan for PC review** |

**Faculty Senate Program Proposal Checklist**  
- Deans should be using this to guide new program development
- Has been adopted by the Senate
- Cover sheet for submission to Chair of the Senate
- Needs to be put on Senate website

--- Review task force draft - Report on Streamlining Course and Program Approval Process
- Response to recommendations
  - In terms of updating the Provost's web page:
    - Add step on PC review of budget and change Assistant to Assoc Provost
    - Check links to make sure they are accurate and active
    - Add the Faculty Checklist

--- Faculty Information Form Revisions
- Refer to Jill’s draft
- Additions for discussion: DEI, Applied Learning, Professional Development, Advising

--- Discussion: Consequences for faculty switching to the new form in the middle of the reappointment process - Do we phase in to the new form over time?
- Recommendation - existing faculty can continue to use former form or switch to the new form - their choice? (check w/ chairs council/DIAC for their input)

--- Drafts of the revised FIF will be vetted through HR, UUP, faculty, and President’s Council for input

--- Review draft - recommended guidelines for documentation of renewal/promotion
- Suggested edits?
- Next steps? (Does this need to go to the UUP?)
- Note: the guidelines are just recommendations, and not requirements!

--- Seek input from faculty leadership (chairs, Senate)
--- Send draft back to Cabinet; then to faculty constituencies for input

--- Review updated draft - ISLOs
- Edits and recommendations?
- Next steps?

--- Share draft w/ faculty for input
--- Send Jill edits/suggestions on ISLO updated draft

--- Review - OSCQR Task Force charge and related issue
- Next steps?

--- Task Force will be seeking input from faculty on the current process and
--- Send Jill edits/suggestions related to the OSCQR draft

--- Walt - ask that the Committee bring recommendations back to their Schools
--- Jill - work w/ Nicole Tracy on website updates
--- Bette - send to DIAC (Lonel), Chairs for input; ask for thoughts regarding “grandfathering” current faculty
--- Bette - check with HR - what are the requirements around the use of the FIF?
--- Cabinet - send Jill edits/suggestions on ISLO updated draft
--- Cabinet - send Jill edits/suggestions related to the OSCQR draft
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<thead>
<tr>
<th>Program Deactivation</th>
<th>Still needs discussion/Future Meeting</th>
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<tbody>
<tr>
<td>--Program Deactivation Process</td>
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<tr>
<td>• Review draft</td>
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<td>• Discussed process of deactivating programs when this is initiated through an administrator</td>
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<td>• Next steps?</td>
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<td>[Refer to handout- Program Deactivation]</td>
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<th>Program Review Timeline</th>
<th>Still needs discussion/Future Meeting</th>
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<tr>
<td>--Discussion- Review draft- Program Review Timeline and Checklist</td>
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<tr>
<td>• Questions or recommendations?</td>
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<tr>
<td>• Next steps?</td>
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<td>[Refer to handout- Program Review Timeline]</td>
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<th>Upcoming Meetings</th>
<th>--Academic Affairs retreat (Extended Cabinet plus faculty leaders)-</th>
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<tr>
<td>• Friday, September 21st</td>
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<tr>
<td>• Focus: review of Academic Strategic Plan- assessing AY 17/18, reviewing goals for AY 18/19</td>
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<td>• How to evaluate existing programs (rubric?) How do we determine what to stop doing?</td>
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<td>• How do we connect academics to recruitment- e.g., working w/ admissions on new programs</td>
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<td>• Big, Audacious Goal for Academic Affairs</td>
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<tr>
<td>--Academic Affairs Summit?</td>
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<td>• Open to all faculty</td>
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<td>• Date/focus? Beginning of October- Tuesday am/pm (2 hours)</td>
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<td>• “Speed Dating:”</td>
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<tr>
<td>• What is the CCI</td>
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<tr>
<td>• ISLOs</td>
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<td>• RSPO</td>
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<td>• RedShelf</td>
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<td>• OER Initiatives</td>
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<td>• SSC-Campus</td>
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<td>• Academic Strategic Plan updates- whole group</td>
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<td>--Faculty leadership has been invited to Retreat; all faculty will be encouraged to attend the Summit; focus on input for coming year and amendments to the Academic Affairs Strategic Plan</td>
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<td>--Bette: set date for Faculty Summit</td>
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BSB; 8/23/18