## Provost’s Cabinet

**Meeting Notes**

**Date:** November 29, 2018

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

### Updates

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**Course Evaluations**

- The office has run out of Scantron sheets due to a shipping error.
- Once sheets have run out, copies can be made of the Scantron sheets, but these can’t be run through the machines.
- Copied Scantron sheets should still be turned in to the Provost’s Office; the office will distribute the completed forms back to the faculty members once grades are finalized.
- Something to consider: we spend approximately $2,000 every year on the forms, plus another $10,000 to process them... is it time to consider an electronic option??
- Possible option - Qualtrics module? (is separate from our current contract)
- Next steps:
  - Consider group to look at updating the survey questions, alternative platforms (including Moodle)

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### Sabbaticals

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**Discussion and decision- AY 2019/20 sabbaticals**

- Note: Final decision due to President on 12/24

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### IRB/ Common Rule Changes

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**Discussion- changes recommended to SUNY Potsdam IRB procedures based on new federal “Common Rule” guidelines**

- Most changes provide expanded definitions for those activities that are exempt from Board review

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### Title IX Core Team

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**Discussion:** CORE Team responsibilities

- Action- deans to move forward w/ making recommendations for the CORE Team

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[BSB; 11/29/18]