**Provost’s Cabinet (Extended Cabinet)**

**Meeting Notes**

*Date: September 13, 2016*

**Present:** Bette Bergeron, Alan Hersker, Robyn Hosley, Jill Pearson, Steve Marqusee, Michael Sitton, Jenica Rogers

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<tr>
<th>Topic</th>
<th>Discussion</th>
<th>Action Steps</th>
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| **Position Updates**   | --Instructional Design Specialist  
  - Review of applications is ongoing; candidates selected for phone interview  
  - May need to repost the position (3 yrs of higher Ed experience as a requirement limited the pool; may rewrite with this requirement as “preferred”)  
  --CCI Director (Proposed)  
  - Proposed- readvertise internally and externally; allow for flexibility regarding FT or PT  
  - Next step: Bette will share proposal with the president |              |
| **Updates/Old Business** | --“Coffee and Conversations”- opportunity for monthly faculty dialogue on critical issues for Academic Affairs; to be held on the 8th floor of Raymond  
  - Monday, September 26th, 8:30-9:30am: Moodle/Blackboard  
  - Thursday, November 3rd, 8:30-9:30am: Arts Integration  
  - Friday, December 2nd, 8-9:00am: Academic Strategic Plan  
  --Meeting and reception for Distinguished Professors/Professors; Tuesday, September 20th, 4-6:00 on the 8th floor of Raymond  
  - Meeting w/ the provost 4-5:00  
  - Reception w/ Cabinet 5-6:00  
  --Library/Applied Learning Updates  
  - Open Educational Resources- issue of access, affordability  
    - Currently working on a plan/initiative  
    - How can the Library contribute to this initiative?  
    - How do we tie into SUNY initiatives? |              |
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<th>Note: Jill would also like to be involved; ties with online initiative</th>
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<td>• Applied learning- Toby is already four weeks out in terms of booked appointments w/ students</td>
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--External Reviewer/Office of Research and Sponsored Programs
| Confirmed dates: November 1-4 |

--Forum/Strategic Planning (campus-wide strategic plan)
| • Participants were engaged with the exercise |
| • Next steps for feedback- online form will be available |

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### PRR Action Item (Assessment of Student Learning)

--Charged to the Cabinet: Develop a process whereby academic program improvements that were driven by assessment of student learning are clearly communicated to students, faculty, and staff
- Academic program reports have been available online
- Continued issue with Middle States- closing the loop; hasn’t been happening
  - Change already made: Reports are now submitted to the deans; deans meet with program chair prior to final submission to IE
  - Suggestion: Change program review report to begin with a section/summary on academic improvements made based on assessment
- How is this reported to students?
  - Program changes are made available on departmental websites
  - Advisors are aware of program changes
  - Encourage departments to communicate changes with students through existing venues (e.g., clubs, newsletters, student organizations)
  - Add to the report form- Departments describe how changes are communicated to students

--Jill: work with IE to reformat the program assessment form to include an introductory summary related to program changes based on assessment; also add how departments communicate changes with students

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### Assessment Reports

--Discussion: Should departmental assessment reports be available online? If so, should they be password protected?
- Per Middle States- process does need to be made available publicly, as does licensure test results
- Some accreditors likely require reports to be made accessible (e.g., CAEP)
- Academic reports should focus on departmental reflection and goal-setting based on assessment; this information is appropriate to have available online

---Assessment reports for programs that are accredited externally
- In the process of aligning external accreditation with internal program reports
- Jill is working with IE to adjust campus forms to better align with external accreditation reports

**Feedback Plans**

---How do we most effectively and collaboratively engage faculty input in the following issues?

---LMS/Moodle/Blackboard
- Chairs’ Council
- Coffee & Conversation (9/26)
- Discussion w/ CCI Board (Jill)
- Discussion w/ Lisa/Senate (Alan & Bette)
- Develop FAQs (Jill/Bette/CTS)
- Provost’s Corner Newsletter
- School-wide discussions (Deans)
- Online feedback form

---Arts Integration
- Crane and A&S beginning of the year retreat, chairs’ council
- Small group faculty meetings (Crane)
- Small group student meetings (Crane)
- Coffee & Conversation (11/3)
- Provost’s Corner Newsletter
- A&S departmental meetings
- A&S Council
- Spring 2017 Task Force

---Academic Strategic Plan
- Chairs’ Council (9/13)
- Create a link on the AA website
- Create a timeline for implementation; link to the website
- Coffee & Conversation (12/2)
- Provost’s Corner Newsletter
- Alignment with unit/School plans
- Schools/units discuss with faculty/staff and provide feedback

**Budget**

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<th>Reminders:</th>
<th>Deans to send information to Bette regarding anticipated needs for computers for new (FY18) faculty</th>
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<td>- Deans to send Bette a list of costs related to warranties, etc. for FY18 budget planning process</td>
<td>--Bette to meet with Rick and Kyle regarding the request to fold funding for needed computers</td>
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<td>o Include those items that have in the past been paid for out of provost’s budget</td>
<td>--Bette to resend budget information request to deans/directors</td>
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<td>- Deans to send Bette a list of projected computers needed for new faculty (those starting in September 2017)</td>
<td>--Bette- check w/ Gerhard regarding which accounts we’ll be discussing (does this also include IFR, grant accounts?)</td>
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<td>- Deans to review their budget allocations for FY 17, and send a summary of how funds in each account are to be spent; this information will be used in the budget planning process for FY 18</td>
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<td>- Overall goal: making sure funds are “in the right bucket” for future budget planning</td>
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**Discretionary Raises**

--Topic: what metrics are used across Schools to determine raises?

*Item deferred until next meeting*

**Lecturers/Instructors**

--What is the difference between an Instructor and a Lecturer? What are the implications for load and pay?

*Item deferred until next meeting*

**Wrap Up: Follow-up for President’s Council**

N/A

**Upcoming Meetings:**

- September 20th: Special Guest, Bernadette (Faculty Searches)
- October 4th: Special Guest, Judy Singh (Assessment Reports)

BSB;