### Provost’s Cabinet (Extended Cabinet)

**Meeting Notes**

*Date: September 27, 2016*

**Present:** Bette Bergeron, Alan Hersker, Robyn Hosley, Jill Pearon, Steve Marqusee, Michael Sitton, Josh LaFave, Jenica Rogers, Stephanie Claxton, Sean Partridge

**Special Guests:** Judy Singh & Glenda Morales-Hanley

<table>
<thead>
<tr>
<th>Topic</th>
<th>Discussion</th>
<th>Action Steps</th>
</tr>
</thead>
</table>
| **Program Assessment (Judy & Glenda)** | --Faculty Workload Report  
  • Currently, reports are printed  
  • Information (w/out names) is posted on website  
  • Reports are completed every fall and spring  

  --Academic Efficiency Report  
  • Currently, sent to the provost for distribution to the deans; not posted on the website  

  --Discussion/Proposal  
  • Prefer not to print the report  
  • Suggestion- create a Helios file to access all reports  
  • Suggestion- combine Faculty Workload Report and Efficiency Report to avoid duplication of information  
    o Discussion- preference for keeping fall and spring terms on the same page/report  
    o Will not continue with the “efficiency” report  

  --Summer/Winter Term  
  • Concern from faculty- perception that special sessions don’t “count” in the overall FTE of the department  
    o In reality, departmental FTE is not directly tied to departmental funding  
    o When considering resources for departments, including lines, it will be important to take special session enrollments also into account  |
**Discussion**
- Importance of valuing special session productivity
- Importance of special sessions for student retention, time to graduation, overall student success and access

**Position Updates**
--Instructional Design Specialist
- Position has been posted

--CCI Director
- Proposal accepted by PC; to be reposted on SPOLR (awaiting approval from Business Affairs)

--SOEPS Dean Search
- Committee has met; position has been posted
- Timeline- hope to bring candidates on campus at the beginning of December

--Library positions
- Will be posted in late fall; interviews in the spring

**Waiver of Expired Online Courses**
--Discussion- how to deal with courses that have previously been approved, but are inactive because the courses haven’t been resubmitted for review through the DLAC
  - Is the reapproval process necessary because of changes to technology, ADA compliance?
  - **Recommendation**- Extend reapproval of those courses that are w/in one year of review, pending completion of the Task Force’s work to develop new processes
    - I.e., those that were slated for review in the fall of 2015 or later
  - **Recommendation**- Those courses that have previously been approved but are more than one year past review can request that the DLAC complete an expedited review based solely on the OSCQR rubric
    - I.e., spring 2015 or earlier

--Discussion- there are many courses that have previously been reviewed; are faculty intending to teach them again?
  - We need a complete inventory of possible online courses

--Josh to update Martin

--Jill to follow up with Michael Phillips

--Josh to send online course list to Cabinet members

--Jill to follow-up with faculty- are they intending to teach the courses again and, if not, would they consider allowing others to teach the course?
| **Discretionary Raises** | --Topic: what metrics are used across Schools to determine raises?  
--Discussion: Schools will adopt the rubric developed in Crane  
  - Amount distributed to individuals needs to be consistent across Schools  
  - Pool together the amounts allocated to the Schools  
    o Decision on tiers- will be discussed at the meeting on the 11th  
--Cabinet on the 11th – Jill will lead discussion on discretionary raises | --Cabinet members- Send Jill requests/information related to the discretionary raises during Bette’s absence in October!  
--Alan & Sean- organize a meeting focused on the development of a rubric for non-teaching members (Jenica has an example from the Library)  
--Bette- send extended members copy of faculty list, sample rubric |
| **Recruitment/Retention** | --Issues discussed at the Enrollment Management meeting:  
  - Follow-up from departments to inquiries from prospective students  
    o Departments are following up with emails; will call if are contacted by students  
      ▪ Note: this could be automated through EMMA with department-specific messages (could admissions do this)  
    o Note- faculty are not as likely to enter contact info into admissions’ spreadsheet, but this work (follow up) is being done  
  - Automatic admission to graduate programs- six programs currently are participating  
    o Thresholds are established, process itself is expedited  
    o For those programs participating, increases were seen in enrollment  
    o Josh also working on MOUs with other institutions for pathways directly into our graduate programs (collaborations with our departments) | --Bette- set up meeting w/ Tom N and Extended Cabinet to discuss the process of prospect management, and role of Academic Affairs in overall campus strategy, including possible uses of EMMA (November 8th?) |
| **Release Time & Stipends** | --Next steps for gathering information?  
  - Need to develop a chart outlining who authorizes the compensation, amount, purpose, who is being compensated | --Jill to resend release and stipend reports to Deans |
• Jenica will gather data on departmental work related to applied learning/faculty-student engagement through School-wide council meetings; will also reach out to other Academic units (e.g., SSC)

• Once Jenica gathers this information, Deans/Jill will follow up with chairs to determine if there is additional information to be gathered

--What else to include?
• Supervising internships
• Independent projects
• Service beyond “normal” expectations of the position responsibilities

--What will be our process for reviewing the data and making recommendations?
• Start w/ Jenica’s information related to applied learning experiences, review of existing data on stipends & release time
• Cabinet to make recommendations for faculty input/feedback related to equitable and transparent processes

--Timeline- Recommendations by the end of March 2017

--Purpose: developing a process for ensuring equity and consistency for compensation across Academic Affairs units

### Performance Improvement Fund

--Discussion of potential proposals

[Deferred until the next meeting]

### Advising Task Force Report

--What are our next steps?

[Deferred]

### Other/Updates

--Kellas & Timmerman Update
• Renovations to include HVAC, server rooms, projection systems
• Timmerman is in design stage; Kellas moving forward
• Satterlee and Dunn theaters being considered for swing space
• Timeline (tentative):
  ○ Kellas construction is slated to start right after Commencement in May 2017, and continue through Winterim 2017

--Deans- check reports; add in who authorizes the stipend/release
- Timmerman- renovation to occur Summer 2018-Spring 2019

---Proposed course: Cuba/Bowdish & Crow
  - Steve has checked with Ray on clarification on the budget, total number of credits

---Special Sessions Schedule- questions or input?
  - Would the one-week courses allow enough time for out-of-class hours? (Middle States compliance)
    - Typically, courses require two hours outside the classroom for every one hour of in-class time
  - To ensure hours for one-week course, faculty could recommend that students work on a project or other activity after the week of coursework
  - Need to demonstrate on the syllabus how the out of classroom hours are fulfilled (e.g., prep materials before the course begins, project due after the class is completed, etc.)
  - Pilot with summer of 2017, assess for future implementation

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

<table>
<thead>
<tr>
<th>Upcoming Meetings:</th>
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<tbody>
<tr>
<td>October 4th: Special Guests- Mary, Melissa, &amp; Bernadette (searches)</td>
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<td>October 11th, Meeting re: Discretionary raises</td>
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<td>October 18th, 25th- Meetings as needed</td>
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_BSB; 9/27/16_