**Provost’s Cabinet**  
**Meeting Notes**  
**Date:** April 19, 2018

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

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<th>Topic</th>
<th>Discussion</th>
<th>Input/Governance</th>
<th>Action Steps</th>
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| **Budget Update** | --FY18 deadlines  
  - Deadline for encumbrances is approaching  
    - IFR and State accounts  
  - Align spending with strategic priorities  
  --FY 18/19 templates should be ready “soon” | --Which governance body should be contacted, and by whom?  
--What is the goal- input, recommendation, approval? | |
| **Interdisciplinary Department Proposal** | --Discussion- proposal for new Interdisciplinary Department  
  - Reviewed proposal from Task Force  
  - Proposal has been approved by A&S Council (4/18/18)  
    - No negative votes  
  - Membership in the department  
    - Appointed at the time of hire  
      - Bylaws would need to outline who would review these faculty for P&T  
    - Existing faculty- could request secondary appointment to the INTD department  
  - Budget proposed: $3,800 for OTPS | --Proposal and bylaws will be brought to Faculty Senate in Fall, 2018 | --Bette- bring to President’s Council |
| **Faculty Promotion Processes** | --Discussion: Process when the chair is up for promotion; timeline for promotion to Professor; promotion of Associate Professors that have significant administrative roles  
  - General expectations for promotion to Professor:  
    - Substantial and sustained work  
    - Generally speaking, 6 years in rank  
    - Demonstrated leadership on campus  
    - Demonstrated modeling/mentoring of new faculty  
  - For chairs going up for promotion- invite them to have another chair review the portfolio (the chair could invite an external chair as well) | --Deans- communicate with chairs regarding the Schools’ expectations regarding promotion to Professor | --Michael- check with Mary to see it’s OK for another chair to fill out the Personnel Form (if requested by the chair under review) |
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<th>Course Designators</th>
<th>--Diversity-rich designator</th>
<th>--Bette: send DIAC the draft description for a diversity designator - ask for input and identification of recommended committee to review courses for the designator</th>
<th>--Jill: confirm with Stephanie the process of establishing a designator</th>
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| | • Creation of a new diversity designator?  
  o A specific designator is not currently part of the Gen Ed redesign; current model focuses on developing a “Talking about Diversity” first-year seminar  
• Recommendation by faculty - creation of a diversity-rich course list; who continues to maintain this list?  
  o DIAC is actively updating this course list currently | | --Alan: send Bette draft description of diversity designator |
| | --Service learning designator | --Bette: Include link to info on the service learning designator information in the Newsletter | |
| | • Question from faculty - what are the requirements for faculty using the designator and who determines that faculty have met the requirements for the designator?  
  o Service learning coordinator determines that courses meet the designator; requirements are posted | | |
| Online Course Development: Process Review | --Discussion and feedback: timeline and processes for the newly revised online course approvals  
• Task Force will be reconvened in fall to review new processes | --Faculty input will be solicited in the fall regarding the newly revised processes | |
| | --Intent to deliver online course forms  
• Be sure that these move forward quicker - some forms are getting lost in deans’ offices | | |
| | --Current timeline  
• Be aware of timeline for credentialed/non-credentialed faculty to initiate processes - need enough time given the limited ID staff; courses need to be up and ready two weeks prior to the start of classes  
• Be sure to check with Jill before approving expedited timelines to make sure that there’s room in the ID staff members’ loads | | |
| Updates/Old Business | --Academic Strategic Plan | --Bette: share updated plan w/ Senate leadership and Chairs Council; repost online; update in the Newsletter | --Cabinet: review plan and send edits to Bette by 4/20 |
| | • Edits have been made based on spring retreats; be sure to review for accuracy, particularly with the newly added “unit responsible” and “milestone” sections | | |
| **--Student Completion/Advising Task Force** | **--Bette:** share draft Student Completion/Advising Task Force plan w/ Senate leadership and Chairs’ Council | **--Cabinet:** provide Bette w/ edits on the draft Student Completion/Advising Task Force charge by 4/20 |
| | **--Bette:** include sample room assignment guideline wording in next Newsletter | **--Cabinet:** review draft room assignment language; provide edits |
| | **--Program rubric** | **--Cabinet**: provide questions, concerns related to Electronic Signature Policy to Bette; Bette to bring concerns to the President’s Council in May |
| | **--Cabinet:** send program tools, including rubric to Chairs/ Directors; Council with EAB info for future planning; role of programs/depts in the College | **--Bette:** Revise rubric; send to Cabinet then to Chairs’ Council |

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*Other*

BSB; 4/19/18