## Provost’s Cabinet
### Meeting Notes
**Date:** May 10, 2018

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

### Topic | Discussion | Input/Governance | Action Steps
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**Budget Updates** | --Template Questions? | --Which governance body should be contacted, and by whom? | --Cabinet: continue to work w/ units as next year’s budget templates are prepared; review purchasing requests in light of budget principles

--- **Budget principles:**
1. Is the purchase mission critical?
   - a. Is it directly related to maintaining a quality experience for our students—for example, is it a critical supply for a fall class?
   - b. Is it critical to meet a compliance requirement?
   - c. Is it necessary in order to generate revenue for the college— for example, enrollment and retention efforts, and/or fundraising?
2. Can the expense be deferred? Must it be made right now, or can it wait?
3. Is there another pool of money that can be used for this expense (recognizing that certain funds must be used for a specific purpose)?
4. Is it necessary for safety and/or security?

**Student Completion/Advising Task Force** | --Final review of the draft charge
- Next steps | --Bette: charge draft was sent to Chairs/Directors’ Council & faculty leadership; representatives will serve on the Task Force | --Bette: send folks info on selecting members

--- Recommendations for Task Force members?
- Judy and Matt- resource (Jill to send)

**Director, Office of Research & Sponsored Programs** | --Discussion: Search for Director; current interim | --Bette: Conduct search in fall for spring 2019 start | ---

**Student Recruitment & Retention Awards** | --Discussion of applications

[Applications and award info sent in previous email] | --Cabinet- send Bette feedback by next Friday (18th) | ---
| Student Quality of Life/Retention Subcommittee | --Request: How to solicit feedback from chairs/faculty regarding the following:  
- What skill sets—both academic and social—do faculty need students to have to assure their success in the classroom?  
- What are faculty observing as “current trends” with their students when it comes to their students’ quality of life? | --Bette- send questions to chairs/directors council |
| Previous Graduated Readmits (Jill) | --Discussion: *previously graduated readmission process* (second bachelor’s degree)- change the policy that requires students to complete a form specifying their educational goals and providing a detailed educational plan  
- Recommendation- remove requirement for the detailed educational plan from the catalog | --Jill- run the change by Kim/Senate  
--Jill- will work with Stephanie |
| Updates/Old Business | --Academic Strategic Plan  
- Edits have been made based on spring retreats; be sure to review for accuracy, particularly with the newly added “unit responsible” and “milestone” sections  
--Options for electronic/scanned course evaluations  
- Updates from Steve [*tabled for future meeting*] | --Bette- shared updated plan w/ Senate leadership and Chairs Council; repost online; update in the Newsletter  
--Cabinet- review plan and send edits to Bette ASAP |
| Other | --Payments to individuals- waiting period for processing forms | --Bette- invite Eric to summer Cabinet meeting |