### Provost's Cabinet
#### Meeting Notes

**Date:** September 6, 2016

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

<table>
<thead>
<tr>
<th>Topic</th>
<th>Discussion</th>
<th>Action Steps</th>
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<td><strong>Position Updates</strong></td>
<td>--Instructional Design Specialist</td>
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<td>• Review of applications is ongoing; selecting candidates for phone interview</td>
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<td>--CCI Director (Proposed)</td>
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<td>• Rewriting position for consideration by PC</td>
<td>--Jill- update the draft position description for the CCI director; request review from Bernadette</td>
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<td>• Would list as one year, renewable</td>
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<td>• Rank: negotiable (for staff, perhaps a SL 4?)</td>
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<td>• Accept external and internal candidates</td>
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<td>• Add a statement on diversity</td>
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<td>• Next steps: Bernadette can review the revised job posting; take back to PC next week</td>
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<td>• Importance of aligning position with focus areas of the campus-wide and Academic Affairs strategic planning documents</td>
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<td>--Reminders- faculty searches</td>
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<td>• Be sure dates are consistent through the posting</td>
<td><strong>Deans</strong> to share search tips with the Cabinet so we can complete one list</td>
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<td>• Be specific in what materials are required in the application—all applicants need to turn in the same things, and all committee members must review the same information for each candidate</td>
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<td>• Be sure the date to begin reviewing applications gives enough time for candidates to submit their materials (i.e., don’t have the review begin “immediately”)</td>
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<td>• Be sure that there are both required and preferred qualifications; there needs to be a basis for identifying the top candidates</td>
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<td><strong>Updates/Old Business</strong></td>
<td>--Humanities Connection grant- be sure to pass along information to interested faculty; the deadline is October 5th.</td>
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## 2017-18 Faculty Diversity Program

SUNY is accepting applications, due on November 18th.

### Program approval procedural revision

In order to clarify funding sources for new programs, the Cabinet recommends the following changes to the approval process:

- After the School/Dean has approved a new program proposal but before the proposal is sent to the Senate, information will be shared with the President’s Council regarding the overall concept of the proposed program and anticipated resource needs (e.g., staffing, space, equipment). This process is intended for new programs having an anticipated budget impact.

- After the full proposal has been written but before state reviewers are identified and brought to campus, a full budget plan with timelines for implementation will be shared with the President’s Council in order to affirm financial support and identify funding sources.

Process revisions to go into effect immediately, pending PC approval.

## LMS

Brainstorm: concerns and advantages regarding a switch to Blackboard; next steps in engaging faculty in the process

- **Discussion:** concern with transition to “new” Moodle in order to move it off-site
  - Can we avoid this step, and move forward with Blackboard migration over the next year?
  - Is the contract with off-site vendor for Moodle refundable?
  - How will training occur?

- **Advantages of Blackboard:** consistency across the system, critical for the transfer funnel and winter/summer sessions, system support (including Help Desk), being part of the SUNY community

- **Advantages of Moodle:** continuity for faculty/staff (however, a new version of Moodle is required in order to move Moodle to an off-site host)

- **For President’s Council:**
  - Provost’s Cabinet supports Blackboard, but has concerns with mid-year switch to new version of Moodle in order to move it

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**Deans:** to pass materials along to interested faculty

**Bette:** Bring program process revision to PC

**Jill:** share revised program approval process with Lisa Wilson and faculty senate committee on process revisions

**Bette:** Take Cabinet concerns, proposal to PC; confirm with Rick when Kyle will attend PC
offsite, with follow-up plans to then transition to Blackboard, requiring faculty to learn and implement two platforms within a year; have we missed the window for the off-site Moodle transition
- Need to confirm- has the contract for moving Moodle off-site being signed; what is our commitment
- What are our possible next steps:
  - A: stop the transition to new Moodle, and begin transition to Blackboard in spring 2017 with full implementation by fall 2017
  - B: transition to new Moodle as soon as possible (beginning in winter of 2016/17) and move it off-site, with follow-up transition to Blackboard over AY 18 (beginning in the fall of 2017)

Faculty input must occur before any final decision regarding a possible change to Blackboard occurs!
- Need to develop a process for faculty/staff dialogue on this issue

Considerations:
- Costs of various scenarios
- Contract commitments and timelines
- Provisions for faculty and staff training
- Impact on course instruction and time for development for wintersession specifically
- Identifying specific timelines for implementation
- Impact on morale
- Impact on online learning initiative
- “Transition fatigue”- especially considering ongoing issues with Outlook 365, EMS, and BI

**College Council**

**Brainstorm: Faculty/student presenters for upcoming CC meetings**
- 10/7- Marsha Baxter- urban education [if Marsha is not available, Ray Bowdish can speak on the greenhouse project]
- 12/2- Sean Partridge & Tim Morris- Academic Mentoring Program

**Deans**- confirm availability of students
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<tr>
<td>2/17</td>
<td>Brent Crow &amp; Ray Bowdish: Cuban short course (Sustainability, Community Health); could be joined by students from Latin Ensemble/Dance</td>
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<td>4/28- Chris Torres &amp; Tania Hewitt: Exercise Science program</td>
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| Constitution Day (Sept. 17) | --Discussion: Ideas for recognizing Constitution Day (Federal requirement)  
  - Confirmed: Politics department will provide programming | |
| Budget     | --Discussion:  
  - Discussion re: warranties on essential instructional equipment, annual service contracts, equipment replacements  
  - Also need to clarify who pays for classroom equipment - e.g., projectors  
  --Deans to send Bette a list of costs related to warranties, etc. for FY18 budget planning process | |
| Discretionary Raises | --Topic: what metrics are used across Schools to determine raises?  
  - Note: Will be discussed at next meeting  
  --Bette: check with Mary regarding deadline and total for the Schools; also check on amounts for adjuncts | |
| Wrap Up: Follow-up for President’s Council | --Share the Program Approval Procedural Revision- for confirmation from the Council  
  --Share ideas/concerns related to the LMS transition and possible scenarios | |

BSB; 9/6/16