### Provost’s Cabinet

**Meeting Notes**

*Date: April 18, 2017*

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

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| Updates/Old Business          | --Online Loan (Course Limits & Intellectual Property)  
  - Jill- Will send online course limit policy language to Mary; determine whether it could be added into the Faculty Handbook  
    - Update- Jill has shared this draft with Mary, who will take the info to the union  
    - Jill- bring together faculty coordinators to discuss issues with intellectual property  
      - In process; meeting will be planned for next week  
  --Course Schedule Templates  
  - PC members- review the 4 credit-hour template, focusing on space implications  
    - Discussion: Four credit-hours classes that meet twice a week take up several course slots, which makes it very difficult for students to schedule other classes and can restrict the scheduling of technology-enhanced classrooms for use by other faculty members  
      - For retention purposes, and also for compliance with the Excelsior Scholarship, students must be able to schedule at least 15 credit hours/semester  
    - Next steps in formalizing the revised processes?  
      - Once the draft guidelines are finalized, Bette to share with Tri-Chairs for questions/feedback  
  --Ranks for Lecturers  
  - Steve- to follow up with Mary and Cortland for information  
    - Steve continues to follow up; reviewing previous committee notes and recommendations | --Bette- Send revised scheduling guidelines to Cabinet members, Stephanie |
### “Local” (Campus) Certificates

--Discussion- do we need to create campus-wide policies regarding the creation and use of “local” academic certificates (vs. registered certificates)?

- Is this considered a new program that needs to go through the full campus procedures? Or does this just go through the Department/School? (Note- local certificates aren’t transcriptable)
  - Note- it’s very important that we are clear on the website, marketing materials which “certificates” are on an official transcript and which are not
  - Advantages to local certificates- students can list certificates on resumes to enhance employability, provides a department with the opportunity to explore the viability and interest in the discipline (perhaps prior to creating a minor or registered certificate)
  - **Proposed process:**
    - Proposal is approved by Department, School, Dean
    - Dean notifies the Provost’s Office
    - Dean monitors website/catalog/marketing materials to ensure clarity that the local certificates do not appear on official transcripts- Disclaimer: *This certificate is not registered and therefore will not appear on the official transcript.*
  - In Middle States, there are three levels of registered certificates (pre-Bachelors, pre-masters, after masters); each level needs approval from Middle States

--Jill- write up draft policy regarding creation of “local” certificates

### Program Reviews

--Discussion: What interviews/forums/meetings should be consistently scheduled for external program reviewers

- What is the role of the Provost’s Office? Importance of feedback, institutional view, and administrative support

- **Recommendations:**
  - Submit self-study to dean and provost’s office prior to submission to the external reviewers; resend completed report prior to visit by external reviewers
  - During the visit from external reviewers, plan an individual meeting with the reviewers and provost (or designee)

--Bette- put information on program reviews in next Newsletter

--Jill- create Helios folder for all program reviews (self-studies, reviewers’ report)
| Space | --Art Proposal- extended hours for building access  
• Issues discussed – cost of swipe access, fire doors, extension of custodial services, student access to building keys, impact on Art Gallery | --Steve to review concerns w/ Art Department, Art Gallery staff, and Facilities |
| Big Task List/Agenda Items | --Discussion: edits/updates on tasks and agenda items for the PC | --PC members- check Big Task list and Agenda items; let Bette know if anything on these lists needs to be added to the Academic Affairs Strategic Plan |
| Other/Updates | --Reminder: TT Faculty position forms are due by May 19 |  

BSB; 4/18/17