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

**Date:** December 19, 2017

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

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| **Task Force- Academic Affairs Restructuring** | --Revisit discussion regarding the formation of a Task Force to work through the spring semester on models related to the structure of Academic Affairs, specifically departments/divisions/schools  
- Possible members: 3 from each School recommended by the Chairs/Directors Council, Senate, and Deans; plus a member of the Interdisciplinary Committee  
- Identify a dean as a resource “liaison” to the task force | --Senate and Chairs/Directors Council to each select three members of the Task Force  
--Recommendations to be shared with the Chairs/Directors Council and Faculty Senate Executive Committee for feedback | --Bette- contact Lisa/Jan and the Chairs/Directors exec board to identify members for the Task Force |
| **Positions** | --Personnel discussions regarding increasing instructional design support, interim leadership in the Office of Research & Sponsored Programs, and possible scenarios for identifying a director (or directors) for the CCI and CAL | --Cabinet- Keep the campus community apprised of any changes; seek input on draft of the task force charge | --Bette- put together charge for the CCI/CAL task force |
| **Academic Program Assessment/Online** | --Reminders:  
- Be sure that there is direct communication w/ adjunct online faculty who are entirely off campus  
- Make sure that departments and General Education are including online courses in departmental and GenEd assessments | --Deans will communicate reminders with their chairs |  |
| **Revisions to Curricular Approval Processes** | --Discussion: Jill has been in conversation with Lisa to convene a group to holistically look at the approval processes, including procedural order (e.g., when impact statements should be requested)  
- Goal- to streamline processes (in order to expedite approval as appropriate), increase opportunities for interdisciplinary proposals, development of common set of guidelines | --Jill- will keep Lisa/Senate updated on the work; recommendations will be shared w/ the Senate and Chairs/Directors Council | --Walt- convene the curriculum group  
--Deans- let Walt know who the faculty representatives are |

**ACTION**- deans to select one faculty member from their School to get together and share current procedures in order to come up with a
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| **General Education Updates**              | --Steering Committee working on info to share with the faculty regrading work to date, including an all-faculty meeting early in the spring semester  
  • Refinements and additions to the General Education website are ongoing  
  • “Refresher” needed in terms of sharing current best practices in Gen Ed and rationale for our work thus far  
  --Discussion ongoing regarding the freshmen experience  
  --Phase three will include implementation planning and impact on existing programs (as well as any financial impact) | --Cabinet- continue to seek input from all campus constituencies regarding the GenEd redesign process |
| **College-Wide Honors Convocation**        | --Discussion: In lieu of the convocation, how to find ways to honor and acknowledge student achievements more visibly (recommendation of the Convocation Committee, 2015)  
  [this item is tabled for a future meeting]                                                                                                                                                                         |                                                                      |
| **Designator-Diversity Rich Courses**      | --Discussion- creation of a designator for diversity-rich courses  
  • Note: this is currently part of the proposed GenEd redesign                                                                                                                                                       |                                                                      |
| **Faculty Information Form (FIF)**         | --Discussion- potential revisions to the form  
  • E.g., adding language related to expectations for diversity, advising (including use of SSC-Campus), recruitment/retention, applied learning  
  • Discussion- Need to determine the cycle (e.g., August to July?, June to May?)  
  [Hold for future meeting/retreat]                                                                                                                                                                                 | --As they are developed, draft forms will be shared with Chairs/Directors Council for input  
  --Bette- follow up w/ Mary to determine who needs final approval of revised forms |

BSB; 12/19/17