## Provost’s Cabinet (Extended Cabinet)
### Meeting Notes
*Date: February 28, 2017*

**Present:** Robyn Hosley, Steve Marqusee, Alan Hersker, Jill Pearon, Jenica Rogers, Stephanie Claxton, Sean Partridge, Josh LaFave

**Guest Presenter:** Martin Walker

<table>
<thead>
<tr>
<th>Topic</th>
<th>Discussion</th>
<th>Action Steps</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Online Course Approval</strong></td>
<td><strong>Discussion</strong></td>
<td><strong>Action Steps</strong></td>
</tr>
</tbody>
</table>
| **Streamlining Task Force**   | -- Review presentation of task force recommendations  
  • “PTOL (or approved equivalent)” – clarification requested of how an alternative would be approved.  
  • Two week notification of a class being deferred will be challenging for department chairs to address both student seats & faculty load.  
    ○ Recommend addition of a process whereby department chairs and deans are notified of the outcome of the OSCQR rubric at the 4 week point, so they can plan for possible adjustments to load and course offerings.  
  • Clarification – refresh process has the same 3 people review (Faculty who designed the course, ID, and Faculty Liaison) as the initial review.  
  • Recommend these new processes/policies be reevaluated after 3 years. | -- **JILL:** confirm that all new faculty contracts include the clause that faculty may be expected to develop and/or teach online as part of their responsibilities |
| **Applied Learning**          | -- New SUNY RFI.  
  • Jenica proposed a new process for data categorization and collection to meet the SUNY RFI request.  
    ○ Though more work now, this will give us more useful data long term.  
    ○ Concern about asking faculty to go back and recategorize and resubmit data already gathered for fall 2016.  
  • Because of tight timeline (deadline July 2017), Jenica will pursue this new categorization and data collection process with the 265 courses on our campus that have been verified as meeting all five SUNY Applied Learning experience attributes. | -- **JENICA:** Write up project plan and share versus email.                                      |

---

-- **Think Tank Report**  
• Please share thoughts, questions, etc. at will.
| **Travel Courses** | --This year’s experience has reaffirmed the value of our policies and procedures.  
    • Requesting the deans and provost to continue to support these processes. |
| **Freedom Series** | --Discussion re: Library’s outreach initiative around the first amendment. |
| **Schedule Template Revised Guidelines** | --Reviewed revised guidelines  
    • Deans confirmed they will be the check point for out of template course approval.  
    • Registrar will run ‘out of template’ report (possible because of EMS) to share with Deans’ offices at each iteration of schedule development.  
    • Note; 2 Grad programs have 3 credits courses that meet for 12 weeks from 5:30-8:45pm. |
| **College in HS programs** | --Reviewed proposal |

**Upcoming Meetings:**

- March 7—regular Cabinet meeting
- March 14—Leadership Forum (*Bette in DC*)

**JRP; 2/28/17**