### Provost’s Cabinet
### Meeting Notes
**Date:** January 4, 2018

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

<table>
<thead>
<tr>
<th>Topic</th>
<th>Discussion</th>
<th>Input/Governance</th>
<th>Action Steps</th>
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| **Task Force- Academic Affairs Restructuring** | --**Update**- formation of a Task Force to work through the spring semester on models related to the structure of Academic Affairs, specifically departments/divisions/schools  
  - 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 (Michael Sitton)  
  - Request for membership was sent prior to the December break | --Which governance body should be contacted, and by whom?  
--What is the goal- input, recommendation, approval? | --Bette- contact Lisa/Jan and the Chairs/Directors exec board to identify members for the Task Force *(Completed)* |
| **Positions** | --**Updates** discussed on the following:  
  --CCI Instructional Designer  
    - Jill currently working on a draft position announcement; will send to Provost’s Cabinet first then PC  
    - Goal- FT position that combines instructional design and teaching w/in Business (10 months)  
  --Director, Lougheed Center for Applied Learning  
    - Discussion- creation of a Task Force to consider structures for the LoCAL/CCI; review draft proposal  
  --Interim Director, Office of Research & Sponsored Programs (Jack McGuire)  
    - Jack McGuire will begin in this role on 1/8/18 for the spring 2018 semester | --Representatives for the Task Force will be selected by the Faculty Senate and Chairs/Directors Council | --Jill- share LoCAL Task Force draft w/ CCI & CAL |
| **Distinguished Professor** | --Discussion: Review process for nominations  
- Draft guidelines were reviewed, including composition of review committee  
- Finalized guidelines will be posted on HR and Provost’s websites | --Jill- send draft to Lisa & Jan for input  
--Bette- once final draft is completed, include text in upcoming Newsletter  
--Jill- send draft to current Distinguished Professors for input |
|-----------------------------|------------------------------------------------------------------|------------------------------------------------------------------|
| **Revisions to Curricular Approval Processes** | --**Update**: 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  
**ACTION**: deans to select one faculty member from School to get together and share current procedures in order to come up with a common process, increase efficiencies, and decrease faculty workload across the three Schools  
- Group to be convened by Walt- Walt is in the process of identifying the faculty members; will send out info once classes start | --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 |
| **General Education Updates** | --**Updates**:  
- Updates to website ongoing  
- Criteria & SLOs will be sent out to faculty for comment at the start of the semester (except for first year, which are still in process)  
- Revisiting first year requirements- considering options for writing/speaking, timing of DEI requirement (perhaps move to first year and combine w/ speaking, which will allow for a distinct writing requirement)  
- Spring “Open House”- opportunity for Working Group members to share progress  
- Early spring meeting: Provost, GESC, Faculty Senate Executive Co  
- Link on website to solicit feedback (anonymous) | --Continue dialogue/meetings w/ GESC, Faculty Exec, provost, etc.  
--Bette- Schedule a joint meeting with the GESC and Faculty Senate Executive Committee  
--Bette- continue to share updates in Newsletter |
| **Process Management** | --**Discussion**: Strategies for reducing workload through process management and more appropriate uses of technology  
- Concern- amount of physical paperwork and time taken for paper-related tasks  
- Need for college-wide use of Adobe Echo-Sign or something similar | --Walt- meet w/ Romeyn regarding travel paperwork processing (currently used in School Partnership office) |
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<th>Discussion</th>
<th>Course Releases &amp; Stipends</th>
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<td>--Discussion: How to begin the process of creating criterial/rationale/guidelines for course releases and stipends that are consistent across Schools and reflective of budgetary realities</td>
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<td>[to be further discussed at upcoming Cabinet Retreat]</td>
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<th>Faculty Information Form (FIF)</th>
<th>--Discussion: potential revisions to the form</th>
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<td>E.g., adding language related to expectations for diversity, advising (including use of SSC-Campus), recruitment/retention, applied learning</td>
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<td>Discussion- Need to determine the cycle (e.g., August to July?, June to May?)</td>
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<td>[Hold for future meeting/retreat]</td>
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<th>College-Wide Honors Convocation</th>
<th>--Discussion: In lieu of the convocation, how to find ways to honor and acknowledge student achievements more visibly (recommendation of the Convocation Committee, 2015)</th>
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<td>Is there a way to make the School-wide celebrations more visible- how to acknowledge award winners (e.g., put pictures of award winners up on monitors)</td>
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<th>Other</th>
<th>--BOCES meeting/Building Administrator master’s program</th>
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<td>Possibility of sharing the program with Plattsburgh or Oswego where their online courses could be used w/ face to face meetings at Potsdam</td>
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<td>Possible format; summer face to face meetings on campus; online courses completed over the academic year</td>
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--Bette- send Department Profile link to deans

--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

--Bette- check with Mindy in the spring on ideas to make winners more visible

--Walt- follow up with Plattsburgh and Oswego deans at upcoming February meeting