### Provost’s Cabinet Meeting Notes

**Date:** July 18, 2017

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

<table>
<thead>
<tr>
<th>Topic</th>
<th>Discussion</th>
<th>Input/Governance</th>
<th>Action Steps</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Communication &amp; Transparency</strong></td>
<td>--Discussion- how to ensure input is gathered from the appropriate governance bodies prior to final recommendations to the PC, etc.</td>
<td>--Which governance body should be contacted, and by whom? --What is the goal- input, recommendation, approval?</td>
<td>--Bette to follow up w/ department chairs at the beginning of the semester-interest in attending departmental/programmatic meetings</td>
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| **Academic Strategic Planning Summit** | --Discussion of proposed Summit (9/17/17)  
  • Date: Tuesday, September 19th  
  o Session 1: 8-10:00  
  o Session 2: 2-4:00  
  o Reception: 4:00-5:00 | | --Bette- Send info to Extended Cabinet/potential facilitators  
--Bette- Send “save the date” to faculty  
--Bette- Update PC |
| **Upcoming Faculty Searches** | --Review of revised processes  
--Discussion- role of the provost’s office in interviews  
  • Is there value from a recruitment perspective?  
  • What is the purpose of the interview- providing information/support to the candidate or providing input to the search committees? (Note- search committees rarely sought input from provost’s office during AY17 searches)  
  • Advantage of having representatives from provost’s office in the interview process- provides candidates w/ broader picture of campus and the SUNY system, shows interest and support on behalf of administration | --Bette- Updated search process draft sent to chairs (once Cabinet has reviewed the revisions) | --Bette- send approved faculty search list to Cabinet  
--Bette to revise Faculty Search process timeline and share w/ Cabinet, HR, CDO for further input/suggested edits; Bette to then finalize the draft to share w/ Chairs’ Council |
## Updates/Old Business

- **Articulation Agreement workflow**
  - Alan: update process won’t be online, but is sharing draft MOUs via email to affected faculty/offices
  - Alan is keeping file of all MOUs processed; transfer guidelines are also posted at: [http://www.potsdam.edu/admissions/transfer/articulation](http://www.potsdam.edu/admissions/transfer/articulation)
  - Discussion: how do we make these more visible to faculty and prospective students (e.g., need to highlight them on our website)

- **Local Certificate**: edited document
  - Next steps: input from Senate, Chairs’ leadership; discussion w/ Senate regarding whether approval of document is needed

- **Student Recruitment & Retention Innovation Award**
  - Discussion of draft: criteria and processes

- **Faculty Senate Program Proposal Checklist**
  - Review of new approved document; Walt to work w/ Senate on similar document for minors
  - Discussion: are there ways to streamline the process to decrease faculty workload

## Space Requests

- N/A

--Bette, Jill, Alan to generate brief list of questions to ask all candidates

--Bette to send revised draft of local certificate document to Lisa, Jan, Jim H., Pete C, Chairs’ Council Exec for input; ask Senate regarding next steps

--Walt to contact Lisa/Senate regarding need to develop a proposal checklist for minors

--Student Recruitment & Retention draft: Bette to edit, then share w/ Cabinet & President’s Council

BSB; 7/18/17