## Provost’s Cabinet Meeting Notes

**Date:** March 8, 2018

**Present:** Bette Bergeron, Alan Hersker, Michael Sitton, Walt Conley, Steve Marqusee

### Topic: Enrollment Management - Academic Role in Recruitment

**Discussion**

- Importance of engagement from Academic Affairs in all stages of recruitment, particularly once students have been accepted (prior to depositing)
- Crane: has own schedule for calls; will be creating a School-wide letter; accepted students will be invited to come to spend a day on campus attending classes (had about 30 last year)
- SOEPS: has not had luck with calls; chairs willing to send sample letters to Tom as suggested templates
- Additional strategies that have worked:
  - Direct conversations with parents at Open House
  - Encouraging student clubs to make calls (this does work in some disciplines and not others)
- Importance of Academic Affairs knowing what is being promoted, review of materials, etc. for accuracy and consistency
- Tom/Mindy are in the process of developing guidelines for phone calls and templates for departmental letters; departments will be encouraged to personalize the letters so that they reflect the unique strengths of specific programs

**Input/Governance**

- Which governance body should be contacted, and by whom?
- What is the goal - input, recommendation, approval?

**Action Steps**

- Deans: will work with chairs/program coordinators regarding phone calls and letters to prospective students, as appropriate

### Topic: Faculty Searches

**Discussion**

- Deadline to present requests to the Cabinet?
- March 22nd – positions will be discussed for possible fall 2018 recruitment

**Action Steps**

- Deans: will work with chairs / program directors to complete the request forms
- Deans: discuss possible requests w/ chairs; bring list of retirements and completed request forms to meeting on 22nd

### Topic: Art Summer Residency Proposal

**Discussion**

- What is the purpose - an artist’s retreat (creating own works) vs. expert facilitator (working with a master artist)

**Action Steps**

- Bette: check status of the work with Caroline
<table>
<thead>
<tr>
<th>Topic</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Guidelines for New Course Prefixes</strong></td>
<td>--Review draft- recommended process for approving new course prefixes</td>
</tr>
</tbody>
</table>
| **Guidelines for College-Level Directors** | --Review Draft  
- Clarified intent- recommended guidelines for appointing teaching faculty to college-level director positions; clarifying terms and renewals | --**Bette**: Share draft with Chairs/Directors Council and Faculty leadership |
| **Student Care Initiatives** | --Updates  
- Provost’s Advisory Council  
- Faculty liaisons  
- Upcoming luncheon with campus and community resources  
- Updates to website and print materials  
- Providing PD to faculty  

--Suggestion: for the website, need separate portals for faculty/staff and for students with information for specific resources | --**Bette**: continue to update the campus community on these initiatives through Coffee & Conversation, Senate meetings, Newsletter, etc. |
| **Guidelines- Extensions for Departmental/ Program Reviews** | --Discussion: Do we need a process for departments/programs requesting extensions on reviews and/or external site visits?  
- **Recommendation**: After deans have approved a department’s request for an extension, deans will inform the Provost’s Office when there are changes in the timeline for program reviews and/or external review teams | |
| **Approval for Dual Campus Service** | --Discussion: How can ensure that department chairs and deans are aware of requests for service outside of Potsdam (e.g., to teach courses at another institution) prior to the president’s approval?  
- Currently, only the president signs off on the requests | --**Bette**: add to President’s Council agenda  
--**Bette**: check to see if there is information in the Faculty Handbook |
<table>
<thead>
<tr>
<th>Updates/Old Business</th>
<th>--Akindi Demonstration</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• Steve- shared websites on alternatives:</td>
</tr>
<tr>
<td></td>
<td>o Inspiroscan: <a href="http://inspiroscan.com/inspirocan.aspx#InspiroScan-vs-Scantron">http://inspiroscan.com/inspirocan.aspx#InspiroScan-vs-Scantron</a></td>
</tr>
<tr>
<td></td>
<td>o Zipgrade: <a href="https://www.zipgrade.com">https://www.zipgrade.com</a></td>
</tr>
<tr>
<td></td>
<td>o Formscanner: <a href="http://www.formscanner.org">http://www.formscanner.org</a></td>
</tr>
<tr>
<td></td>
<td>o Formreturn: <a href="http://www.formreturn.com">http://www.formreturn.com</a></td>
</tr>
<tr>
<td></td>
<td>--Bette: If a decision is made to pursue alternatives to Scantron, the instructional faculty will be involved with reviewing possible formats and providing input into any adoption decisions</td>
</tr>
<tr>
<td></td>
<td>--Cabinet: check websites prior to next meeting</td>
</tr>
</tbody>
</table>

Other

BSB; 3/8/18