Provost Cabinet Minutes, 10/29/15

1. Searches:
   Deans will be working with search committees to increase the diversity of applicant pools.

2. Chairs Meeting:
   The Provost will call a Council of Chairs meeting next week to talk about ongoing searches, training, articulation agreements, and interdisciplinary programs.

3. Provost Cabinet Meetings:
   Cabinet meetings will include the Director of Libraries and the Executive Director of the Division for Graduate and Continuing Education every other week.

4. Program Updates:
   a. Music Theater minor is being reviewed in the appropriate departments in both Crane and Arts & Sciences.
   b. Teaching English as a Secondary Language – there have been some issues identified, including limited access to certified teachers who can supervise student teaching. SOEPS Dean will do additional research with SUNY Central and SED to assess if this program is truly a high need in our region before proceeding.
   c. A&S Dean is away from campus, so updates on additional programs at next meeting.
   d. Associate Provost will create a spreadsheet to track all new programs as well as programs under consideration.

5. Program Approval Process:
   Campus approval processes webpages need to be updated and can be simplified. Provost and Associate Provost will be working to edit these.

6. Articulation Agreements, Clarification of Processes:
   Articulation agreements generally are proposed within schools, though sometimes at different levels. General process includes review by:
   • the appropriate department and chair
   • then the appropriate Dean and/or Associate Dean while also being simultaneously reviewed by the Director of Academic Transfer Services
   • after any necessary revision, the agreement should be sent on to the Dean and Provost for approval.
   As a reminder, there are small campus grants available to support travel for work on articulation agreements.

7. Faculty Development:
   We would like to explore options for funding for faculty development that would the experience less onerous for faculty. We will determine if there is any way to streamline this process.

8. Sabbaticals:
   We will be reviewing sabbatical requests shortly.
9. Discretionary process:
   Deadline for recommendations to Provost and clarification of individual unit allocations were discussed.

10. EMS Task Force:
    EMS is scheduling and calendar software the campus is planning to purchase. It will be necessary to establish a task force to begin this process. The group will eventually be divided into two separate units to address calendar scheduling and course/room scheduling separately.

11. Policies, Undergraduate Teaching Assistants:
    An inquiry has been made about policies regarding undergraduate TAs grading other undergraduates’ work. Though no policies are currently in place, these policies will be clarified. Item tabled until all Deans are present.

12. PE credits as hours outside department:
    Tabled until next meeting as additional information has not yet been received.

13. Scheduling smart rooms:
    Handled in different ways in each school. Tabled until all Deans are present.