# Provost’s Cabinet Meeting Notes
*April 15, 2016*

**Present:** Bette Bergeron, Peter Brouwer, Robyn Hosley, Steven Marqusee, Jill Pearon, Michael Sitton

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| **Assessment Reports (Judy Singh & Glenda Morales-Hanley)** | --Need to close the loop on assessment reports (Middle States requirement)  
--Deans have been provided with summary of departments that have not returned assessment reports  
--Discussion on role of CAAC (Campus Academic Assessment Committee) and schedule for meetings (fall meeting was cancelled); Judy and Glenda had requested feedback from committee members regarding purpose and participation in meetings  
  - Ideas: departments could share data and how they are using the data, sharing of best practices  
  - Faculty concerned with lack of use of the data once the reports were completed  
--Process discussion: Deans/Provost should work with departments once report is completed to review results and determine action steps; action steps are then reviewed on a cycle  
--Ideas discussed (for further consideration):  
  - Creation of smaller discipline- or program-specific advisory groups for direct feedback (perhaps a subgroup of CAC); meet more regularly than the CAC for focused discussion and feedback  
  - Guest speaker at the beginning of the academic year  
  - Plan an all-campus meeting once a year, and subsequent meetings that are focused on specific disciplinary areas | --**Deans:** Follow up with departments to submit assessment reports  
--Glenda and Judy to meet with deans to discuss revising the assessment loop to align with the program assessment cycle and feedback loop (e.g., deans and provosts’ office) |
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|                               | • Need to align w/ 7-year program review self study, with a mid-cycle review  
• Involve dean prior to submission to IR                                                                                                       |                                                                                                    |
| SOEPS Dean Search             | --Discussed finalizing job responsibilities for the SOEPS dean and next steps in the search process; search to begin ASAP with plans to have the new dean in place in time for AY18  
--Note: SOEPS dean search has been approved by the President’s Council                                                                 | --Peter and Robyn: recommend possible committee chairs/co—chairs  
--Bette: draft job description                                                                                                                        |
| Transdisciplinary Course Funding | --Jill shared idea from Jason Ladouceur regarding a possible donor/funding for approximately 8 courses/year that are co-taught; funding would allow faculty to receive full course credit for co-teaching these courses; budget could also include some funds for guest speakers/materials  
--Discussed setting aside one course/semester to focus on STEAM (college-wide initiative)  
--Possible Provost’s Cabinet role— review proposals                                                                                                  | --Jill: follow up with Jason and STEAM initiative faculty                                                                                           |

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