### Provost’s Cabinet (Extended Cabinet) Meeting Notes  
**April 22, 2016**

**Present:** Bette Bergeron, Peter Brouwer, Robyn Hosley, Josh LaFave, Phil Neiser, Jill Pearon, Jenica Rogers, Michael Sitton

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| **Summer/Winter Compensation Policy** | --Policy was approved by President’s Council in fall 2015  
--Discussion regarding wording related to caps, and when to split courses  
--Potential wording:  
  - Course caps to be determined by the chair in consultation with the dean (course caps would typically be 20)  
  - If a cap is reached, the chair in consultation with the dean will determine if another section is opened; new sections must be enrolled at least at the minimum (8 for graduate, 12 for undergraduate) | --**Josh:** clarify policy regarding caps for Winter session |
| **Course Guarantee Policy (summer/winter)** | --Need for more consistency across programs/courses while maintaining financial sustainability  
--Problems have arisen with very small cohorts  
--Discussion of need for consistent policy  
--Discussion of need to determine cohort size in specialized programs | --**Josh and Robyn:** work on wording for consistent policy |
| **Watertown Teaching Stipend** | --Discussion of policy for those whose primary residence is 50 miles or more from JCC  
--Need for consistency  
--Issue of appropriately compensating for faculty members’ time in a consistent way  
--Will need to make sure policy (once approved) is included in the faculty handbook | --**Josh:** Send proposal to Bette  
--**Bette:** take proposal to President’s Council |
| **Master’s Programs/Counting Credits Towards Multiple Degrees** | --Action: Cabinet approved the revised policy --Focus on value of multiple certifications/programs; issue of recruitment and student interest as well as marketability of students upon graduation --Discussion of policy to allow students to enroll in dual degree programs at the graduate level --Discussion- how many courses/credits are we willing to allow to double-count (6 credits?); minimum of 54 credits for two degrees --Seeking a consistent policy across the College --Action: Cabinet approved the proposed policy | --Josh: take the proposal to Graduate Affairs, and then to Senate |
| **First Year Success Seminar** | --Discussion- concern with amount of content/guest speakers that have been “dropped in” which some faculty believe impedes the development of relationships with students (one of the original retention goals of the program); additional concern expressed was the lack of academic faculty involved in the planning of FYSS curriculum | --Bette: Invite Tammy to Cabinet meeting to share plans for Student Success and to discuss how to improve the FYSS experience |

*BSB; 4/22/16*