**Provost’s Cabinet**  
**Meeting Notes**  
**May 20, 2016**

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

<table>
<thead>
<tr>
<th>Topic</th>
<th>Discussion</th>
<th>Action Steps</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Travel Course Approvals</strong></td>
<td>--Deans have reviewed Travel Course forms; these are ready for final approval</td>
<td><strong>Bette:</strong> Finalize approval</td>
</tr>
</tbody>
</table>
| **TT Search Requests/Form & Deadline** | --Deans are working with chairs and faculty to complete the search request form for TT faculty (for searches to begin in the fall of 2016)  
--Timeline: Provost’s Cabinet will discuss the requests in early July | **Deans:** Complete TT faculty search forms and distribute to the Provost’s Cabinet at the end of June |
| **SUNY “High Needs” Grants** | --Bette distributed information on SUNY’s “high needs” program area grants, which include a focus on health professions and computing  
--Funding can be used for equipment, release time for faculty to create new programs or “retool” existing programs; funding has typically been around $80,000  
--It is anticipated that STEM-related educator preparation programs will be included in the next round of “high needs” areas  
--The system has not yet distributed a call for proposals for grants for the 2016/17 academic year | **Deans:** Distribute information related to last year’s “high needs” loans to appropriate chairs and faculty in anticipation of this year’s call for proposals |
| **Summer Retreat Planning**  | --Dates were discussed for possible Provost Cabinet and “extended” Cabinet summer retreats  
--Initial retreat will be held on June 7th |                                                                              |
| Personnel Updates | --Registrar: Stephanie Claxton has been asked to serve as the Interim Registrar for AY 17; it is anticipated that a search for a permanent Registrar will be held in the spring of 2017 --Assistant Registrar: A local search will be held for in Interim Assistant Registrar, to be filled for AY 17 --IRB/IACUC Chairs: a call for faculty members to serve as chairs for the IRB and IACUC will be distributed; these positions will begin in the fall of 2016; chairs will report to the Provost or Provost’s designee --CCI Director: discussions were held regarding searching for a faculty member to serve as the director of the CCI; the faculty member would be granted 3 course releases each semester and a summer stipend; --Student Success Center Director: an internal search will be initiated for the interim Director of the Student Success Center; an external search will be launched in spring of 2017 --Instructional Designer: Jill and Peter have been working with the Cabinet and CCI staff to craft a position description for the instructional designer, who will be focused on supporting faculty who are engaged with initiatives related to the SUNY online loan | --Bette: take position requests to the President’s Council for approval --Bette: work with Cabinet members to post the Assistant Registrar, IRB/IACUC chairs, CCI Director, SSC Director, and Instructional Designer positions through SPOLR --Cabinet: encourage individuals to apply for the positions, with a particular attention to diversifying the pool of candidates |
| CCI Restructuring/Scantron responsibilities | --The cabinet discussed the proposal to restructure the CCI to expand the position currently held by Caron Collins to include responsibilities to direct the CCI; a call for applications will be posted by the beginning of June; the CCI director will be a faculty member who will report to the Associate Provost -- Also discussed were strategies to cover the tasks currently under Paula’s responsibility to ensure continued support for faculty; a final decision on staffing will be made when the CCI director has been identified |
The Cabinet discussed issues related to the use of Scantron technology for exams and course evaluations; while paper-based scanning should be phased out in order to enhance efficiency and use of staff resources, plans will need to be made to ensure support for faculty during the 2017 academic year
--Feedback will be gathered from faculty through the fall of 2016 regarding possible web-based tools for course evaluations

**Faculty Information Form (FIF)**

--A discussion was initiated related to the form and content of the current FIF

--Steve: will share the amended form used by A&S with the Cabinet; the form will be discussed at a future Cabinet meeting

**LMS Update**

--Pros and cons of moving from Moodle to Blackboard were discussed, particularly in light of Kyle Brown’s recent presentation to the Leadership Council; of particular interest is the support provided by SUNY central (Online SUNY) for those campuses that have adopted Blackboard; these resources and 24/7 support are critical for this campus
--Discussion was also held regarding the importance of aligning our LMS with our high-transfer institutions (e.g., community colleges) in support of student access and success
--With the exception of moving Moodle to an off-site host, no changes will be made during the coming academic year; however, additional feedback from faculty regarding pros and cons of Moodle and Blackboard platforms will be sought through the fall of 2016
--If the campus were to switch to Blackboard, providing faculty with support and time to move course content would be critical

--Jill: contact Kyle for a written summary of his presentation to Leadership Council related to the pros/cons of a move to Blackboard
--Cabinet: continue to garner feedback from faculty regarding concerns and issues related to our LMS
| **New Faculty Computers** | --The deans expressed concerns related to the procurement of “off cycle” computers for new faculty members | --**Bette:** follow up with Rick to ensure that CTS is holding computer life cycle funds for incoming new faculty |

_BSB; 5/26/16_