

**Provost's Cabinet (Extended Cabinet)
Meeting Notes**

Date: September 13, 2016

Present: Bette Bergeron, Alan Hersker, Robyn Hosley, Jill Pearson, Steve Marqusee, Michael Sitton, Jenica Rogers

Topic	Discussion	Action Steps
<i>Position Updates</i>	<p>--Instructional Design Specialist</p> <ul style="list-style-type: none"> • Review of applications is ongoing; candidates selected for phone interview • May need to repost the position (3 yrs of higher Ed experience as a requirement limited the pool; may rewrite with this requirement as "preferred") <p>--CCI Director (Proposed)</p> <ul style="list-style-type: none"> • Proposed- readvertise internally and externally; allow for flexibility regarding FT or PT • Next step: Bette will share proposal with the president 	
<i>Updates/Old Business</i>	<p>--"Coffee and Conversations"- opportunity for monthly faculty dialogue on critical issues for Academic Affairs; to be held on the 8th floor of Raymond</p> <ul style="list-style-type: none"> • Monday, September 26th, 8:30-9:30am: <i>Moodle/Blackboard</i> • Thursday, November 3rd, 8:30-9:30am: <i>Arts Integration</i> • Friday, December 2nd, 8-9:00am: <i>Academic Strategic Plan</i> <p>--Meeting and reception for Distinguished Professors/Professors; Tuesday, September 20th, 4-6:00 on the 8th floor of Raymond</p> <ul style="list-style-type: none"> • Meeting w/ the provost 4-5:00 • Reception w/ Cabinet 5-6:00 <p>--Library/Applied Learning Updates</p> <ul style="list-style-type: none"> • Open Educational Resources- issue of access, affordability <ul style="list-style-type: none"> ○ Currently working on a plan/initiative ○ How can the Library contribute to this initiative? ○ How do we tie into SUNY initiatives? 	

	<ul style="list-style-type: none"> ○ Note: Jill would also like to be involved; ties with online initiative ● Applied learning- Toby is already four weeks out in terms of booked appointments w/ students <p>--External Reviewer/Office of Research and Sponsored Programs</p> <ul style="list-style-type: none"> ● Confirmed dates: November 1-4 <p>--Forum/Strategic Planning (campus-wide strategic plan)</p> <ul style="list-style-type: none"> ● Participants were engaged with the exercise ● Next steps for feedback- online form will be available 	
<p><i>PRR Action Item (Assessment of Student Learning)</i></p>	<p>--Charged to the Cabinet: Develop a process whereby academic program improvements that were driven by assessment of student learning are clearly communicated to students, faculty, and staff</p> <ul style="list-style-type: none"> ● Academic program reports have been available online ● Continued issue with Middle States- closing the loop; hasn't been happening <ul style="list-style-type: none"> ○ Change already made: Reports are now submitted to the deans; deans meet with program chair prior to final submission to IE ○ Suggestion: Change program review report to begin with a section/summary on academic improvements made based on assessment ● How is this reported to students? <ul style="list-style-type: none"> ○ Program changes are made available on departmental websites ○ Advisors are aware of program changes ○ Encourage departments to communicate changes with students through existing venues (e.g., clubs, newsletters, student organizations) ○ Add to the report form- Departments describe how changes are communicated to students 	<p>--Jill: work with IE to reformat the program assessment form to include an introductory summary related to program changes based on assessment; also add how departments communicate changes with students</p>
<p><i>Assessment Reports</i></p>	<p>--Discussion: Should departmental assessment reports be available online? If so, should they be password protected?</p> <ul style="list-style-type: none"> ● Per Middle States- process does need to be made available publicly, as does licensure test results 	

	<ul style="list-style-type: none"> • Some accreditors likely require reports to be made accessible (e.g., CAEP) • Academic reports should focus on departmental reflection and goal-setting based on assessment; this information is appropriate to have available online <p>--Assessment reports for programs that are accredited externally</p> <ul style="list-style-type: none"> • In the process of aligning external accreditation with internal program reports • Jill is working with IE to adjust campus forms to better align with external accreditation reports 	
<p>Feedback Plans</p>	<p>--How do we most effectively and collaboratively engage faculty input in the following issues?</p> <p>--LMS/Moodle/Blackboard</p> <ul style="list-style-type: none"> • Chairs' Council • Coffee & Conversation (9/26) • Discussion w/ CCI Board (Jill) • Discussion w/ Lisa/Senate (Alan & Bette) • Develop FAQs (Jill/Bette/CTS) • Provost's Corner Newsletter • School-wide discussions (Deans) • Online feedback form <p>--Arts Integration</p> <ul style="list-style-type: none"> • Crane and A&S beginning of the year retreat, chairs' council • Small group faculty meetings (Crane) • Small group student meetings (Crane) • Coffee & Conversation (11/3) • Provost's Corner Newsletter • A&S departmental meetings • A&S Council • Spring 2017 Task Force <p>--Academic Strategic Plan</p> <ul style="list-style-type: none"> • Chairs' Council (9/13) 	<p>--Bette: create online forms for feedback to align with Coffee and Conversation topics (Bette to work w/ Alan on Survey Monkey tool)</p> <p>--Bette: create link to Academic Plan on the website; create timeline for implementation</p>

	<ul style="list-style-type: none"> • Create a link on the AA website • Create a timeline for implementation; link to the website • Coffee & Conversation (12/2) • Provost's Corner Newsletter • Alignment with unit/School plans • Schools/units discuss with faculty/staff and provide feedback 	
Budget	<p>--Reminders:</p> <ul style="list-style-type: none"> • Deans to send Bette a list of costs related to warranties, etc. for FY18 budget planning process <ul style="list-style-type: none"> ○ Include those items that have in the past been paid for out of provost's budget • Deans to send Bette a list of projected computers needed for new faculty (those starting in September 2017) • Deans to review their budget allocations for FY 17, and send a summary of how funds in each account are to be spent; this information will be used in the budget planning process for FY 18 • Overall goal: making sure funds are "in the right bucket" for future budget planning 	<p>--Deans to send information to Bette regarding anticipated needs for computers for new (FY18) faculty</p> <p>--Bette to meet with Rick and Kyle regarding the request to fold funding for needed computers</p> <p>--Bette to resend budget information request to deans/directors</p> <p>--Bette- check w/ Gerhard regarding which accounts we'll be discussing (does this also include IFR, grant accounts?)</p>
Discretionary Raises	<p>--Topic: what metrics are used across Schools to determine raises? [Item deferred until next meeting]</p>	
Lecturers/Instructors	<p>--What is the difference between an Instructor and a Lecturer? What are the implications for load and pay? [Item deferred until next meeting]</p>	
Wrap Up: Follow-up for President's Council	N/A	

Upcoming Meetings:

- September 20th: Special Guest, Bernadette (Faculty Searches)
- October 4th: Special Guest, Judy Singh (Assessment Reports)

BSB;