

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

Date: September 27, 2016

Present: Bette Bergeron, Alan Hersker, Robyn Hosley, Jill Pearson, Steve Marqusee, Michael Sitton, Josh LaFave, Jenica Rogers, Stephanie Claxton, Sean Partridge

Special Guests: Judy Singh & Glenda Morales-Hanley

Topic	Discussion	Action Steps
<p><i>Program Assessment (Judy & Glenda)</i></p>	<p>--Faculty Workload Report</p> <ul style="list-style-type: none"> • Currently, reports are printed • Information (w/out names) is posted on website • Reports are completed every fall and spring <p>--Academic Efficiency Report</p> <ul style="list-style-type: none"> • Currently, sent to the provost for distribution to the deans; not posted on the website <p>--Discussion/Proposal</p> <ul style="list-style-type: none"> • Prefer not to print the report • Suggestion- create a Helios file to access all reports • Suggestion- combine Faculty Workload Report and Efficiency Report to avoid duplication of information <ul style="list-style-type: none"> ○ Discussion- preference for keeping fall and spring terms on the same page/report ○ Will not continue with the "efficiency" report <p>--Summer/Winter Term</p> <ul style="list-style-type: none"> • Concern from faculty- perception that special sessions don't "count" in the overall FTE of the department <ul style="list-style-type: none"> ○ In reality, departmental FTE is not directly tied to departmental funding ○ When considering resources for departments, including lines, it will be important to take special session enrollments also into account 	

	<ul style="list-style-type: none"> • Discussion- importance of valuing special session productivity • Importance of special sessions for student retention, time to graduation, overall student success and access 	
<p>Position Updates</p>	<p>--Instructional Design Specialist</p> <ul style="list-style-type: none"> • Position has been posted <p>--CCI Director</p> <ul style="list-style-type: none"> • Proposal accepted by PC; to be reposted on SPOLR (awaiting approval from Business Affairs) <p>--SOEPS Dean Search</p> <ul style="list-style-type: none"> • Committee has met; position has been posted • Timeline- hope to bring candidates on campus at the beginning of December <p>--Library positions</p> <ul style="list-style-type: none"> • Will be posted in late fall; interviews in the spring 	
<p>Waiver of Expired Online Courses</p>	<p>--Discussion- how to deal with courses that have previously been approved, but are inactive because the courses haven't been resubmitted for review through the DLAC</p> <ul style="list-style-type: none"> • Is the reapproval process necessary because of changes to technology, ADA compliance? • Recommendation- Extend reapproval of those courses that are w/in one year of review, pending completion of the Task Force's work to develop new processes <ul style="list-style-type: none"> ○ I.e., those that were slated for review in the fall of 2015 or later • Recommendation- Those courses that have previously been approved but are more than one year past review can request that the DLAC complete an expedited review based solely on the OSCQR rubric <ul style="list-style-type: none"> ○ I.e., spring 2015 or earlier <p>--Discussion- there are many courses that have previously been reviewed; are faculty intending to teach them again?</p> <ul style="list-style-type: none"> • We need a complete inventory of possible online courses 	<p>--Josh to update Martin</p> <p>--Jill to follow up with Michael Phillips</p> <p>--Josh to send online course list to Cabinet members</p> <p>--Jill to Follow-up with faculty- are they intending to teach the courses again and, if not, would they consider allowing others to teach the course?</p>

<p>Discretionary Raises</p>	<p>--Topic: what metrics are used across Schools to determine raises?</p> <p>--Discussion: Schools will adopt the rubric developed in Crane</p> <ul style="list-style-type: none"> • Amount distributed to individuals needs to be consistent across Schools • Pool together the amounts allocated to the Schools <ul style="list-style-type: none"> ○ Decision on tiers- will be discussed at the meeting on the 11th <p>--Cabinet on the 11th – Jill will lead discussion on discretionary raises</p>	<p>--Cabinet members- Send Jill requests/information related to the discretionary raises during Bette's absence in October!</p> <p>--Alan & Sean- organize a meeting focused on the development of a rubric for non-teaching members (Jenica has an example from the Library)</p> <p>--Bette- send extended members copy of faculty list, sample rubric</p>
<p>Recruitment/Retention</p>	<p>--Issues discussed at the Enrollment Management meeting:</p> <ul style="list-style-type: none"> • Follow-up from departments to inquiries from prospective students <ul style="list-style-type: none"> ○ Departments are following up with emails; will call if are contacted by students <ul style="list-style-type: none"> ▪ Note: this could be automated through EMMA with department-specific messages (could admissions do this) ○ Note- faculty are not as likely to enter contact info into admissions' spreadsheet, but this work (follow up) is being done • Automatic admission to graduate programs- six programs currently are participating <ul style="list-style-type: none"> ○ Thresholds are established, process itself is expedited ○ For those programs participating, increases were seen in enrollment ○ Josh also working on MOUs with other institutions for pathways directly into our graduate programs (collaborations with our departments) 	<p>--Bette- set up meeting w/ Tom N and Extended Cabinet to discuss the process of prospect management, and role of Academic Affairs in overall campus strategy, including possible uses of EMMA (November 8th?)</p>
<p>Release Time & Stipends</p>	<p>--Next steps for gathering information?</p> <ul style="list-style-type: none"> • Need to develop a chart outlining who authorizes the compensation, amount, purpose, who is being compensated 	<p>--Jill to resend release and stipend reports to Deans</p>

	<ul style="list-style-type: none"> • Jenica- will gather data on departmental work related to applied learning/faculty-student engagement through School-wide council meetings; will also reach out to other Academic units (e.g., SSC) • Once Jenica gathers this information, Deans/Jill will follow up with chairs to determine if there is additional information to be gathered <p>--What else to include?</p> <ul style="list-style-type: none"> • Supervising internships • Independent projects • Service beyond “normal” expectations of the position responsibilities <p>--What will be our process for reviewing the data and making recommendations?</p> <ul style="list-style-type: none"> • Start w/ Jenica’s information related to applied learning experiences, review of existing data on stipends & release time • Cabinet to make recommendations for faculty input/feedback related to equitable and transparent processes <p>--Timeline- Recommendations by the end of March 2017</p> <p>--Purpose: developing a process for ensuring equity and consistency for compensation across Academic Affairs units</p>	<p>--Deans- check reports; add in who authorizes the stipend/release</p>
Performance Improvement Fund	<p>--Discussion of potential proposals</p> <p><i>[Deferred until the next meeting]</i></p>	
Advising Task Force Report	<p>--What are our next steps?</p> <p><i>[Deferred]</i></p>	
Other/Updates	<p>--Kellas & Timmerman Update</p> <ul style="list-style-type: none"> • Renovations to include HVAC, server rooms, projection systems • Timmerman is in design stage; Kellas moving forward • Satterlee and Dunn theaters being considered for swing space • Timeline (tentative): <ul style="list-style-type: none"> ○ Kellas construction is slated to start right after Commencement in May 2017, and continue through Winterim 2017 	

	<ul style="list-style-type: none"> ○ Timmerman- renovation to occur Summer 2018-Spring 2019 --Proposed course: Cuba/Bowdish & Crow <ul style="list-style-type: none"> • Steve has checked with Ray on clarification on the budget, total number of credits --Special Sessions Schedule- questions or input? <ul style="list-style-type: none"> • Would the one-week courses allow enough time for out-of-class hours? (Middle States compliance) <ul style="list-style-type: none"> ○ Typically, courses require two hours outside the classroom for every one hour of in-class time • To ensure hours for one-week course, faculty could recommend that students work on a project or other activity after the week of coursework • Need to demonstrate on the syllabus how the out of classroom hours are fulfilled (e.g., prep materials before the course begins, project due after the class is completed, etc.) • Pilot with summer of 2017, assess for future implementation 	
Wrap Up: Follow-up for President's Council		

Upcoming Meetings:

- October 4th: Special Guests- Mary, Melissa, & Bernadette (searches)
- October 11th, Meeting re: Discretionary raises
- October 18th, 25th- Meetings as needed

BSB; 9/27/16