### Provost’s Cabinet
### Meeting Notes

**Date:** February 21, 2019

**Present:** Bette Bergeron, Alan Hersker, Michael Sitton, Walt Conley, Steve Marqusee

<table>
<thead>
<tr>
<th>Topic</th>
<th>Discussion</th>
<th>Input/Governance</th>
<th>Action Steps</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Updates</strong></td>
<td>--Budget, Travel policy, etc.</td>
<td>--Which governance body should be contacted, and by whom?</td>
<td>--Bette: check w/ HR on policies for teaching at private institutions</td>
</tr>
</tbody>
</table>
| | --Searches  
| | * Input on A&S Dean candidates | --What is the goal- input, recommendation, approval? | |
| | --Faculty searches  
| | * **March 1**- due date for position requests  
| | * **Reminder:** be sure to update the faculty vacancy spreadsheet! | | |
| | --Updates:  
| | * HR: Additional approval form for faculty teaching at a different institution: [HR website](#)  
| | * Crane: Women’s Suffrage events to commemorate the 100th anniversary (2020)  
| | * Plan to mark the anniversary with variety of events; will send out a call for participation  
| | * Sheard is also planning related activities  
| | * Note: also involve/invite WGS, Gibson Gallery, LoKo 2020 as planning continues | --Continue to share updates through meetings w/ faculty governance, Senate, School meetings, etc. | |
| **Discretionary Awards: Revised Rubrics** | --Review: Rubric drafts for faculty and professional staff  
| | * Ensure consistency between the rubrics; specify what documentation is required for both instructional faculty and professional staff | --Bette: share w/ Senate Exec and CCPD for updates | --Bette: send to PC for review |
| **Low Enrolled Course Policy** | --Review and discussion: Proposed draft for the Low Enrolled Course Cancellation Policy | --Once revised draft is completed, send to Faculty Senate Exec, CCPD for input | --Bette: make revisions; send back to Cabinet |
- Add to the policy/form- recognition of the possibility of pro-rated extra service pay for low enrolled courses

**INTD/FY Courses**

--Discussion:
- Who “owns” the following prefixes: INTD, FY
  - Should these be moved to the LoCAL?
  - Note: Most INTD courses are related to Study Abroad and Internships
  - The Interdisciplinary Dept. will be using the prefix IND
- Process for approving INTD courses: recommendation- Once a Faculty Advisory Board is created for LoCAL, use that body for INTD approval
- FY course approvals- move discussion needed

*Note: Keep this on the agenda for follow-up discussion*

**Profit Sharing/Summer Courses**

--Discussion: Providing incentives back to departments that have robust summer enrollments (e.g., share a percentage of the tuition profits back to the department)
- Only online, or all courses? All courses
- Preference to bottleneck or Gen Ed courses? No; treat all courses the same
- Only new courses, or preference to new courses? All courses
- Expectation- funds would be used by departments for professional development, support for research- particularly for those faculty members who have contributed to summer enrollments

--For future discussion:
- Minimum enrollments for incentivizing
  - Grad/undergrad
  - Online, F2F
  - New/Existing
- Percentage profit share to departments?

*Note: Keep this on the agenda for follow-up discussion*

**Updates/Old Business**

**Other**

--As specific proposal draft is developed, share w/ Faculty Exec and CCPD for input

--Ensure that process is transparent for all departments

--Bette: follow up with Josh; also find out if money would stay in SUTRA or move into departmental state accounts

--Alan- follow up with SSC regarding FY courses