A meeting of the Provost’s Council was held in HUB 119. Provost Dorff called the meeting to order at 3:30 p.m.

**PRESENT**
- Robert H. Dorff, Provost
- Gail F. Mears, Associate Provost
- Julie Bernier, HHE
- Pat Cantor, EDSC
- Chris Chabot, E & D
- Tracy Claybaugh, Vice President for Finance and Administration
- Scott Coykendall, A & T
- Laura Dykstra, J & S
- Ross Humer, I & E
- Denise Hutchins, I & E
- John Krueckeberg, TLT Representative
- Mary Ann McGarry, TESD
- Alice Pearman, Lamson Library
- Zhizhang Shen, E & D
- Sheryl Shirley, TESD
- Emma Van Ness, Teaching Lecturers’ Union
- Jason Moran, Dean-Enrollment Management
- Tonya LaBrosse, Registrar

**Registrar’s Office**
Mr. Moran noted that the Registrar’s Office is now under Enrollment Management. Over the past several weeks, he has been working with Ms. LaBrosse to familiarize himself in more detail with the work of the Registrar’s Office. Mr. Moran distributed copies of a document outlining the initiatives currently underway and those planned through spring 2020.

The Office is working to refine processes and procedures and hopes to work collaboratively with faculty on solutions for a number of issues. Some examples include late grade submissions, incomplete or inaccurate documentation regarding curriculum changes, and less than optimal use of Degree Works. General discussion ensued. Provost Dorff noted that missing grades negatively impact both students and PSU. Scott Coykendall asked for examples of problems with documentation and/or policies for curriculum changes so that he can bring this forward to the Curriculum Committee. The consensus is that many faculty are conscientious about these responsibilities and are doing a fine job. Therefore, any communication about these issues should be directed toward faculty who are not as attentive about these responsibilities.

Discussion also touched upon the need for a scheduling system; we are evaluating options.
The Registrar’s Office is also seeking faculty members to help with CourseLeaf Curriculum in terms of the pilot and testing of forms and workflow. With respect to volunteering, Provost Dorff will work with Ms. LaBrosse to draft a message outlining the time line, duties and time commitment. Provost’s Council representatives will then ask for volunteers.

Mr. Moran and Ms. LaBrosse commented on efforts underway to evaluate staffing needs and cross-training existing personnel.

_Mr. Moran and Ms. LaBrosse were excused from the meeting._

**Announcements**

- If they have not already done so, Provost’s Council representatives were asked to provide a schedule of Cluster meetings, including dates, times and locations, to Lynda Gattermann. President Birx and Provost Dorff will attend as their schedules permit, if invited.

- Provost Dorff explained that President Birx has asked Cabinet members to assemble all faculty line requests so that requests can be prioritized in light of the entire overall demand. Many requests are coming from the program level. Any requests need to be submitted as soon as possible. The form for requesting to create/fill faculty or staff positions will be posted today on the Academic Affairs page.

- Provost’s Council representatives were asked to consider if the current meeting schedule is working well and to bring any suggestions for change to a future meeting.

- Currently, only two Clusters have submitted the names of their budget liaisons. All Clusters are asked to submit the names of these individuals to Lynda Gattermann.

- Representatives were also asked to confirm those individuals serving as Provost’s Council representatives for each of the Clusters. It has been somewhat inconsistent and confusing about who is serving on the Council.

- In response to a question about the role of the Provost’s Council, Provost Dorff stated that the Council is a brainstorming, not a policy making, group. Representatives are welcome to submit any items for Agendas that they wish to consider at meetings. Please submit any items to Provost Dorff and copy Lynda Gattermann.

- Provost Dorff and Associate Provost Mears are evaluating what the structure of the Global Engagement Office (GEO) needs to be going forward and then will be working to hire the leadership position for the office. Please make Provost Dorff aware of any problems or concerns related to GEO.

- Leslie Blakney recently joined PSU as Director of Career Development. We are also searching for an Assistant Director of Career Development. With respect to internships, Provost Dorff and Associate Provost Mears met recently with Professor Eric Spieth to consider how best to administer internships. Ideally, there would be internship coordinators.
at the program level within each Cluster. Provost Dorff emphasized that it is important to grow internships across all Clusters and to fill all available internships.

♦ Provost Dorff commented on the relationship between clusters and programs. Students will continue to major in programs but will intersect with clusters along the way. While programs will have a home cluster, not every aspect of a program will be contained in one cluster. For example, faculty members of a program may be within different clusters. A program may develop a course or a project that could be used in multiple programs and across clusters. Clusters allow flexibility, an easier path to graduation, innovation in curricular development and an efficient use of resources.

The meeting adjourned at 5:04 p.m.