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  
Sean Collins, HHE  
Scott Coykendall, A & T  
Jonathan Dapra, I & E  
Laura Dykstra, J & S  
Ross Humer, I & E  
Denise Hutchins, I & E  
Matt Kizer, A & T  
John Krueckeberg, TLT Representative  
John Lennon, Teaching Lecturers’ Union  
Mary Ann McGarry, TESD  
Nick Sevigney, A & T  
Zhizhang Shen, E & D  
Sheryl Shirley, TESD  
Christin Wixson, Lamson Library

**Announcements**
- Provost Dorff and Associate Provost Mears are meeting in the near future with George Pettinico and Shaylah Kelly regarding development of an honors program. They will share information with the Provost’s Council at a future meeting.
- Provost Dorff reiterated that he intends the Provost’s Council to be a brainstorming group, not an operational group.

Cluster leaders met on November 14, November 19 and November 26 to discuss the status of the transition to clusters, identify challenges and look for common solutions. A proposal outlining their shared vision for moving forward was shared with President Birx and Provost Dorff on November 30. The Provost’s Council representatives would like to discuss this with faculty at the faculty meeting on December 5.
 Provost Dorff emphasized that we want to keep innovation at that cluster level. Sustainability of majors is a financial decision, not just on a course-by-course basis, but also on a program level. We are attempting to get a good and defensible measure for courses, i.e. a baseline for size of course and/or other factors that may go into this. This cannot just be semester-by-semester; it has to be on a broader level. Provost Dorff and Associate Provost Mears are working with Tracy Claybaugh and Institutional Research to answer these questions with more useful data.

With respect to scheduling, we need to move to university-level scheduling regarding space and space needs.

Leadership issues and budget questions are the most pressing priorities for cluster leadership right now. It will be easier for someone to serve as budget liaison if the responsibilities and expectations are clearly defined. The budget component is very challenging as cluster budget liaisons do not have the information needed or proficiency with budgeting tools to handle these responsibilities. Some of these challenges will be helped by the new e-procurement system once implemented with small expenditures going directly to the FSC. Larger expenditures will need more review. Mike Amicangioli, Budget & Accounting Manager, is conducting training for the Academic Operations Managers.

Lengthy discussion ensued regarding discipline groups and how programs and faculty might be administratively organized. We need to define which programs are in each of these discipline groups and develop a leadership structure and bylaws for each group. Geography concerns were discussed with programs in the same cluster sometimes being spread across several buildings across campus. Proximity and familiarity would make some of the challenges easier.

Accreditation for the Nursing and Physical Therapy programs requires Program Coordinators to have the same authority as Chairs do.

With respect to hiring and evaluating Teaching Lecturers next year, Provost Dorff explained that recommendations would likely come to him from program coordinators.

The question was asked if President Birx supports the formation of these discipline groups as a way to move forward. Faculty are fatigued and won’t want to work on developing these discipline groups if they think the support may not be there from the Administration. Provost Dorff responded that he has had many conversations with President Birx and is confident that he does support this.

It was the consensus that messaging on behalf of the Provost’s Council about development of discipline groups will go to faculty from the Faculty Speaker, Anne Jung-Mathews, and to the Transition Leadership Team from John Krueckeberg.

The meeting adjourned at 5:45 p.m.