1. Alternates for PC council cluster representatives should come to meetings when possible.
2. TL union leadership extended offer to sit in on PC. Suggestions for other participants are also welcome. Wants communication from all groups if possible to facilitate campus wide communication.
3. PC members can review and edit drafts of meeting notes on SharePoint; link is located on the “Provost Council Meeting Notes Reviewers” group in Cluster Connect. Final versions of Provost’s Council meeting notes can be accessed through a link on the Office of Academic Affairs web page: https://campus.plymouth.edu/academic-affairs/provosts-council/
4. PC will meet 1st and 3rd Mondays at 3:30 pm beginning September 17. However, we may convene a special meeting prior to the 17th if the need arises.
5. Cluster Connect – Denise Hutchins will be CC Community Manager role. Congratulations. She is working cooperatively with the site developer, 7Summits. Together with Ross Humer, will co-host CC session “Collaboration made Easier” during University Days, Friday morning at 9:00 am.
   a. Want to rework CC as a more communicative and collaborative mechanism open to everyone including external partners.
   b. Wants more student participation and potentially interns
   c. Make CC more of a social page as well
   d. Provost envisions some sort of alert notification for CC. There is already a mechanism to set notifications for certain criteria
   e. Provost to leave this as a continuing item on the agenda to be updated and used as a forum for updating on CC
6. Panther Days: Volunteers are still needed for First Class on August 24. Faculty are not aware of the panther days schedule and this may affect recruitment for this. In addition, there was no indication of faculty being paid for First Class as in the past.
7. Faculty role in advising - there will be some outreach from student success office;
   a. Will be seeking to co-list faculty advisors (those who are willing to take on more of an advisee load) to serve as a force multiplier for student success coaches. They want to reenlist faculty for the advising role because there are only four SSC. Share with cluster faculty so those who are interested can reengage in advising first-year students.
   b. First-year advisees – would like some faculty to reengage with this group of students
   c. Will contact Jason Moran to inventory programs as to how success coaches are being used and which programs don’t utilize success coaches as much or at all.
8. Cluster and Faculty Reviews – came out of meetings with cluster leadership teams. Ongoing discussion for faculty reviews. (P&T and Annual Review) We will need a process that begins at
the programmatic level with at least ONE level of cluster review. Ideally, that will be the CLT. It can be shared among the leadership teams. Leadership team should review how the individual is doing in the cluster and provide another set of eyes and perspectives as to how that person is doing.

a. Dept chairs are at program level for this year.
b. How are we to know what it means to be “doing good” in the cluster?
c. Teaching evaluations will still be programmatic review
d. The main idea here is to get to a place where there are not multiple processes for reviews.
e. Union contract mandates pre-tenure review a process that will be implemented gradually over the next couple of years
f. TLs will still be evaluated primarily on teaching and student evaluations as in the past

9. Budget Manager is the one person in each cluster who will be the primary budget contact in each cluster. The BM will have signatory responsibility for the cluster. This person will be able to check in directly with Financial Affairs; can move to AA, etc. This is the development of a checks and balance system.
   a. New forms for professional development are needed because they currently go through department chairs
   b. Provost funds may still be available, but criteria must be specified via proposal

10. We are moving toward having one office to handle Grants or an Office of Research managed through AA (Joe Boyer), which will eventually include Cluster projects.

11. The whole process of how cluster funds are granted is being discussed
   a. How are sustainable projects going to be funded?
   b. This sustainability of cluster projects will need to be built into future cluster projects going forward

12. Reminder of the training scheduled for next week the 13th and 14th of August. People are encouraged to come to those most pertinent or attend them all.
   a. Apparently the email did not include all who might want to or need to attend

- Meeting adjourned 2:45 pm.
- Next meeting Tuesday, August 21, 2018, 1 – 3 pm 109 HUB