

Provost Council (PC) Notes

31 July 2018, 1 – 3 pm, HUB 109

Present: Julie Bernier, Pat Cantor, Robin Dorff (Provost), Ross Humer, Tracy Claybaugh, Gail Mears, Matt Kizer, John Krueckeberg, John Kulig, Francis Williams, Christin Wixson, Jonathan Dapra, Sheryl Shirley

1. The Administration has been working on an announcement regarding the Kristie Torbick court case and the three faculty members who provided testimony as character witnesses. Marlin Collingwood will serve as a resource for those who have questions about this issue.
2. The Provost's office will be monitoring low enrolled courses and may be notifying Teaching Lecturers and other faculty about course cancellations. Contact Jason Moran, Dean of Enrollment management to let him know of availability in low enrolled Directions courses. The update of new four credit courses in Banner did not allow students to view all of the course offerings in Degree Works and may have contributed to low enrollments in some courses. The Directions requirements were also incorrect in Degree Works during the advising period but now the updates appear to have been completed. The Banner 9 update is expected to be completed by October.
3. Orientation for Cluster Leaders will be held on August 13th and 14th. It is open to other Cluster Leaders such as Program Coordinators in addition to the Provost Council representatives. Topics will include budgeting, human resources, marketing, etc.
4. We are running a search for an Operating Staff Senior Administrative Position. This will help with organizing the Provost Council around functions.
5. Standardized terminology for Cluster positions should be available by next meeting.
6. The Provost would like to meet with Cluster leadership before the fall retreats and follow this meeting up with the entire Cluster. Preferably both meetings should occur before classes begin. Contact Nina Domina in the Provost's office for scheduling.
7. The Promotion and Tenure process needs to incorporate the AAUP contract and should include some additional details about the process of selecting the committee and its Chair equivalent. TESD has drafted some language to present to its faculty at the fall retreat. Other Clusters who anticipate having candidates come up for promotion have selected their promotion committees and committee chairs. In the order for the P and T process to be fair and balanced, it should be clear who is doing the Cluster Evaluator role and there should be consistency across the campus. We may need to clarify how this role will be handled for programs that are changing Clusters. The Cluster leadership should be playing a role in the evaluator process. Many departments were interdisciplinary in the past and so the evaluator did not always come from the same field as the person being evaluated. The evaluation process should not simply be assessing how the faculty member serves students in his/or her field but also address the contributions to the broader university.
8. The administration is working on a systematic process for collecting institutional research that should enable us to track what percentage of a student's coursework was done in each area.

9. As the Chair's role is going away and program leaders and cluster leaders are assuming new responsibilities, release time needs to be clear. We need to have honest conversations about how the transition process is going. Leadership structures and processes need to be clarified. We should be participating in focused constructive discussion and we need to be able to adapt and adjust along the way.

10. We will plan on meeting on first and third Mondays beginning September 17th from 3:30-5:30 pm. We will also meet August 7 and 21 and try to find a time to meet prior to September 17th.

11. Most Provost Council representatives are continuing to serving in the Provost Council through the fall semester and will be meeting in January. There should be clarity about the length of appointment times and dates of commitments.

12. Cluster Connect includes home pages for each cluster and we should request changes to these pages through Ross. Some programs have changed their clusters but the budgets have not transitioned. Corey will make changes to Cluster web pages.

13. The university is trying to find a way to share teaching schedules to help us schedule meetings rather than going through Banner. If a request for teaching schedules comes out, this not a request for information about personal schedules. It would be helpful to know how other schools are doing this scheduling process and we will keep looking into this.

14. Be sure to check all start up dates as soon as possible. The Summer Bridge program will run the week of August 20th-24th and many Clusters and programs will have meetings scheduled for that week.

15. The Provost is asking for volunteers for faculty for First Class.

16. The upcoming meetings of the PC Council will be:

Tuesday 7 August, 1 – 3. Location HUB 109

Tuesday 21 August, 1 – 3. Location HUB 109

Respectfully submitted by Sheryl Shirley