Provost Council (PC) Notes
21 August 2018, 1 – 3 pm, HUB 109

Present:
Administration: Provost Dorff, Gail Mears, Tracy Claybaugh

Cluster Representatives/Leaders: Pat Cantor (ED&SC), Jeremiah Duncan & John Kulig (E&D), Matt Kizer (A&T), Francis Williams (J&S), Julie Bernier (HHE), Marcel Lebrun (I&E), Sheryl Shirley & Mary Ann McGarry (TESD)

Other Representatives: John Krueckeberg (TLT), Christin Wixson (library)

1. Cluster Budgets
   - Budgets will be at the cluster level only (not program level) starting in FY2020.
   - Conversations will be ongoing about how to collect information about spending at a program level, even as we move towards cluster budgets.
   - Articulating what is to be gained by having budgets at cluster level rather than program level, will help everyone better understand how to implement the change.
     o Functions will be driven by the budget, we want clusters as the core academic unit of the university to drive cluster based functions. This is a measure to help continue to break down silos.
     o Trying to meet goals set by the board.
   - Role of budget liaison. Budget liaison is a communicator role, putting together the budget requests for financial services that reflect the priorities of the cluster. Not all decisions will rest on shoulders of budget managers, decisions reflect agreement of all appropriate parties.
   - Terminology: Budget Manager vs Budget Liaison. General preference is for Budget Liaison.
   - Dealing with budget reallocations:
     o Money has been allocated based on number of majors, resulting in (on paper) budget increases for some programs, and decrease for others (ex: programs with few majors but many gen ed courses.) We need to be flagging these instances this year and to be talking within the clusters about these things. It’s a lot of work for this year, but we need to refine as we go along. Where people see something odd or different, they need to bring it up.
     o When you find and identify the things that are off, let Academic Affairs know in addition to financial services.
     o Every 3 months, financial services will “true up” (move money into budget lines that are overspent, within reason.)

2. Student Representatives to Clusters
   - It is unclear who asked student senate to choose student representatives to clusters.
   - Need to determine how this role was described to the students who ran, what are their expectations about what their roles will be?
   - Provost Dorff believes student is a communication liaison. Not sure what students’ expectations are, Provost will reach out to student senate to understand the origin of this.
3. Summer Stipends

- Academic Affairs needs to know who is on summer stipend for cluster work
- Council members will please submit information to Academic Affairs about compensation received or owed.

4. Building Access Changes

- There are valid security reasons for changes, especially issues with open access to residence halls. Need also to protect faculty and staff.
- Will make accommodations where necessary: when accessibility/ADA is the issue.
- Even doors that are not open to the public are still able to be used by anyone with a PSU ID (except for the loading docks.)
- Discussion of accessibility for D&M with respect to loading dock entrance.
- Discussion of Rounds Hall ramp for the ADA door being impassable in winter and signage suggestions.
- Discussion of Mary Lyon garden level lack of public access.

5. Other Business/Miscellaneous

- Release time or other support for program coordinators or program leaders is still TBD. Academic Affairs welcomes brainstorming/suggestions from clusters. More information about the cluster leader roles is needed before clusters can make suggestions.
- Evaluator role: Provost suggests that evaluations don’t have to be done by one person, it could be distributed across multiple people. Some concern that there needs to be uniformity across clusters, especially for P&T evaluation.
- This year the P&T evaluation at the cluster level will be an observation as to cluster participation and whether it would be considered sufficient in future years. The expectations that the person has been working under are what is applied. Academic affairs will get a few questions out ahead of time to help guide the people providing the cluster level evaluation.
- Untenured faculty participation in annual work plan evaluation. Some clusters have untenured faculty in leadership positions. Potentially awkward situation of doing an annual evaluation on someone who will later serve on your P&T committee.
- Request for discussion at next meeting on Program Coordinator role, to understand what it means across all clusters.

Meeting adjourned at 2:45.

Next Meetings: Wednesday, August 29th 3:30 pm
            Monday, September 17th 3:30 pm

Respectfully submitted by Christin Wixson