PROVOST’S COUNCIL
MEETING NOTES
SEPTEMBER 17, 2018
3:30 – 5:00 P.M.
HUB 119

Present:

Administration: Provost Dorff, Gail Mears, Tracy Claybaugh

Cluster Representatives/Leaders: Chris Chabot (E&D), Pat Cantor (ED&SC), Zhizhang Shen (E&D), Matt Kizer (A&T), Laura Dykstra (J&S), Julie Bernier (HHE), Jonathan Dapra (I&E), Sheryl Shirley & Mary Ann McGarry (TESD), Amanda Whitworth (A&T), Eric Hoffman (E&D), Scott Coykendall (A&T), Nick Sevigney (A&T)

Other Representatives: Ross Humer, John Krueckeberg (TLT), Christin Wixson (library), Marissa Lischinsky (SSC), Emma VanNess (TLs), Jason Moran, Kristina Lind, Diana Jolles (integrated advising model summer group)

1) Presentation by Marissa Lischinsky re: Overview of Success Collaborative
   See attached Powerpoint
   SSC allows access to students in courses, advisees or all students.- see notes that have been written, generate note, communicate with students, setup appointment, track progress, etc.

   From EAB you can generate campaign via email or text messages- it sends from a 5 digit code so you’ll have to tell them who it’s from.

   All SSC are logging interactions with students and we can view.

   Update-
   FYS Progress reports- 23 FYS instructors participated – 634 students- 60 students determined to be at risk. SSC followed up

   3 “must do’s” this year-
      1. Review and contribute to student histories
      2. Use texting and campaign function
      3. Submit alerts about students of concern

2) Integrated Advising Model (I-AM) – Jason Moran, Kristina Lind, Diana Jolles
   This summer a group participated in a project to look at academic advising for 1st year students. Outcome - 37 ideas to move forward.

   Started by trying to define advising- advising vs. mentoring. Varied definitions across campus
   Decided to stay with 1st year experience. They found SSC- intensive advising experience, then new advisor in second year, vastly different experience (just a PIN).
Brought a student in who had multiple experiences with advisors—every time, they change, they get a new advisor with a different approach. Student described a good experience is someone who takes a holistic approach and maps out a 4 year plan.

Pre-enrollment advising (admissions and open houses) are valuable to students and parents.

Soft handoff from SSC to faculty advisor—e.g. email or letter invitation to congratulate student on finishing first year, and invite to meet with advisor

Currently no training for advising—recommend that we develop training as advisors.

The group had a conversation about training—required, role playing, importance of training, how can we provide a bit more consistency of practice?

They have 37 possible directions—would like to work on these future directions.

Executive summary is on Cluster Connect—“Integrated Advising Model”

3) Museum of the White Mountains — Cynthia Robinson

Described the evolution of the museum as a resource for cluster projects and innovation—please communicate that the Museum is a willing partner

Examples:
1. 6 exhibits/year – summer- large, research exhibit
2. AY – change about every 6 weeks or so
3. Exhibits must be relevant to students
4. Cluster projects are happening in the museum
5. Also manage Silver exhibits and Lamson exhibits
6. Examples – Rachelle Lyons- Vernal Pool (Cluster project) student BFA will be in Silver. (Bicknell Thresh and Walking for Water?)
7. Community Connection – multiple community members connected (current exhibit—meant to be a launching rather than culmination)
   o Walkabout Wednesday- downtown/bridge
8. Open Lab- faculty and students working on project

4) URI Ideas – Tracking & Communicating

Send cluster leadership team info to Provost office

Provost will communicate the cluster project (URI) outcomes via email. Faculty should communicate Cluster project updates through the Provost Council Rep

5) GEO Leadership Position

Continue to contact Geo- IEP will provide some additional support while PSU determines staffing. Give Academic Affairs a week or so to connect with GEO.

David Zehr has agreed to assist with J-1s for international students
6) Student Course Evaluations
   Some faculty have asked who has access to view student evaluations.

   We should discuss workplan evaluation and students eval with our faculty to determine how this
   is being done within our cluster. Bring this back to next meeting

7) Cluster/Program Relationship and Leadership
   Programs will continue to have strong voices in the Cluster while at the same time we build the
   Cluster leadership.

8) Role and Responsibilities of Program Coordinators
   Next agenda

9) Course Releases
   Next agenda

10) Other

   Grades
   Turning grades in on time. AAUP Contract requires this. If grades are not turned in, you are in
   violation of contract.

   Hiring TL’s-
   Need to communicate with them regarding what they are teaching and how much they will be
   paid/credit

   Cluster Meetings
   Let Provost know when our Cluster Meetings are scheduled.

   Office Hours
   Office hours must be on syllabus
   Syllabus must be posted on Moodle

   Access to Public Schools - If we are using public schools, make sure we run it through Dr. Mary
   Earick, Director of the Holmes Center just so we have a central place/person that knows what is
   happening.

Meeting adjourned at 5:20pm
Next Meetings: October 1, 3:30 pm
Respectfully submitted by Julie Bernier