

Provost Council Minutes  
November 7, 2017  
8:30 a.m. – 10:30 a.m.  
Barge 304

Present

Katherine Frank, Provost/Vice President, Academic and Student Life  
Bernadette Jungblut, Associate Provost, Accreditation, Academic Planning, and Assessment  
Gail Mackin, Associate Provost, Undergraduate and Faculty Affairs  
Gayla Stoner, Associate Provost, Extended Learning and Outreach  
Paul Ballard, Dean, College of Education and Professional Studies  
Tim Englund, Dean, College of the Sciences  
Scott Robinson, Interim Associate Dean, College of Arts & Humanities  
Kathryn Martell, Dean, College of Business  
Kevin Archer, Dean, Graduate Studies and Research  
Jenna Hyatt, Interim Associate Dean, Student Living  
Gregory Paveza, Interim Dean, Library Services  
Nicki Kukar, Interim Executive Director, International Studies and Programs  
Anne Cubilie, Director, Douglas Honors College  
Cody Stoddard, Faculty Senate Chair  
Teresa Walker, Provost Fellow  
Charlene Andrews, Faculty Relations Coordinator  
Andy Piacsek, Associate Professor and Department Chair, Physics  
Anne Smethurst, Administrative Assistant

Guests

1. Rebecca Pearson & Ethan Bergman – MPH New Program Proposal  
An overview of the Master of Public Health Program Proposal was presented. Discussion followed on the planning process that has taken place for an anticipated Fall 2019 start date. Feedback from the council touched on online offerings, options for centers, and the possibility for assistantships with the student medical/counseling center.
2. Joel Klucking – Carry Forwards  
Clarification was provided on carry forwards and how they were calculated, as well as a reminder that this calculation used last year's model. This year's model is different. Joel Klucking will attend the next Dean's meeting for continued conversation.
3. Kevin DeWitt – Environmental Health & Safety  
Kevin DeWitt introduced himself as the University's Environmental Health and Safety Manager and presented his team's mission to identify risk and minimize liability for the University. An inspection form was provided to council members as a reference to what the Health and Safety team will be looking for when they visit areas. An emphasis for the need of Standard Operating Procedures was clearly stated.

### Discussion Items

1. Gail Mackin – Retention Tactical Group  
A retention tactical team has been formed, although membership is being reconsidered. A retention summit and/or workshop may take place in the future to foster the collaboration of ideas.
2. Cody Stoddard - Syllabus Statement for DS  
Shared the disability services faculty tip sheet and talked about the most effective way to share it as well as the best time to do so. It was decided to share this resource closer to the time that syllabi are being created.

### Action Items

1. Approve the minutes of the meeting of October 17, 2017  
It was moved and seconded that the Provost Council approve the minutes of the regular meeting of October 17, 2017 with a vote of 16 yes, 0 no, and 2 abstentions.

### Information Items –

1. Senate and AAC Updates – Cody Stoddard and Tim Englund  
Introduced the Request for Faculty Consultation form that is posted on the Faculty Senate webpage. The use of the form for ideas beyond initial conception, but prior to finalized stages was encouraged.  
With the GenEd change, AAC is discussing possible changes to University 101. Feedback was requested from the council on how to make it a more valuable experience.
2. Drop for non-attendance – Gail Mackin:  
Change in the language of the attendance policy from “may drop” to “will drop” for non-attendance is being explored and is probable to be brought to AAC for discussion soon. Necessary resources to implement a change were discussed as well.
3. BOT Debrief – Katherine Frank  
The Provost’s report to the Board on November 3, 2017 can be found in the left-hand ribbon of the Provost webpage.
4. New CBA Update – Charlene Andrews  
The 2017-2020 CBA has been finalized, signed, and posted on the HR website. Council members were asked to please mark their calendars for November 30<sup>th</sup> to attend a training session.
5. Germany EU Weeks Events – Anne Cubilie  
Two weeks worth of EU events will be taking place on campus. Anne Cubilie is the contact for more information.

### Future Guests and Topics (dates not yet assigned)

1. Nicolas Valcik, Executive Director of Institutional Effectiveness – Meet and Greet
2. Teri Walker and Andre Dickerson – Service Learning and Volunteer Work
3. Richard DeShields and Vicki Sannuto – Career Services
4. Linda Schactler, Chief of Staff – Government Relations
5. Richard DeShields – Student Discipline Process
6. Gayla Stoner, Gail Mackin, Sharon O’Hare, Rodrigo Renteria-Valencia & Mayra Nambo– HSI Update