I. **Tenure Matrix Updates** – Because the tenure matrices are relatively new, a process for changes and updates has not yet been put into place. The requirements for the tenure matrices need to be defined and completed so there is clarity for faculty as to what is expected and required for tenure and promotion during review. It was assumed that with acceptance from administration, departments could change their matrix through the faculty governance process; however, this needs to be confirmed with the Presiding Officer. A procedure and approval process needs to be put into place. **Ken:** Reach out to Liz Erickson and find out if faculty governance plan to take ownership of the matrices or if going forward, it will be done at the administration level.

II. **Upcoming Deans’ Retreat? ~ Renee:** Schedule a Deans’ Retreat at the Alumni House.

III. **Chairs/Directors Forum? ~** A discussion revolved around a variety of ways to enhance communication, both as a way of introduction for the Provost or as an ongoing basis. Examples included two "coffee and" drop in events in the Provost's office (introduction), requested invitations to Deans’ School meetings and Departmental meetings (introduction), and twice a semester Chairs and Directors forums with the Provost (ongoing). Another suggestion was “management by walking around” in which the Provost would drop-in to offices around campus (introduction and possibly ongoing).