Deans’ Cabinet Action Items ~ November 4, 2014

I. Ways to Simplify the Master Schedule Process (Memorie) ~ Course demands roll from semester to semester with minor changes. A problem with the master schedule process is that each dean’s office submits their course demands differently. As a pilot, Memorie sent Mike last year’s master schedule; he will remove courses that are not needed and add courses that are needed. Another problem is last minute changes by faculty. It was suggested that in order to become consistent from semester to semester, deans and department chairs should ask faculty to put more thought into what their needs are up front. Changes will not be made for non-emergency requests. As student needs are our first priority, classes need to be sequenced and scheduled when there is a demand for them. Mike: Report findings to see if the pilot process works more efficiently. Renee: Remind Memorie to send timing grids and a link to classroom inventory along with the course demands so faculty will know what technology, what type of board, etc. is in each classroom.

II. Enrollment Management Working Group Update (Molly) ~ FYI: The website is ready and all minutes and information regarding this group will be posted; it will be password protected. A campus-wide email will be sent in the near future.

III. Visiting Scholar Protocol & Policy (Molly) ~ The SUNY Canton internal protocol and SUNY exchange visitor best practices documents for visiting scholars were reviewed. We need a policy and protocol that works for our campus and defines who will be responsible for what. The International Office should be the point of contact initially and once the visiting scholar is culturally oriented, the academic mentor can take over. Faculty mentors will be required to read and sign the protocol form so there is no ambiguity as to what their role is. It was decided that going forward, the International Office will be responsible for the following:
* Making housing arrangements for the visiting scholar
* Coordinate the travel logistics and work collaboratively with a hosting department faculty member who will pick the visiting scholar up from the airport. The travel will be limited to airports closer to Canton (Syracuse, Ottawa, Massena, etc.)
* Purchasing items upon arrival
* Campus and community transportation
* Driving in the United States
* Practical Inquiries such as where to purchase a cell phone
* Cultural adjustments (provide overview of American and campus culture)
Molly: Inform Erin Lassial of these changes and revise the local protocol form to reflect them.

IV. Perkins Funding / Graduate Tracking Suggestions (Mike) ~ Sarah Todd has asked faculty to reach out to graduates in their programs as she needs to know if our graduates are unemployed, employed, continuing on in their education, etc. Our return on graduate surveys has been poor. A process is needed to contact graduates in
an effort to obtain this data. Historically, graduates who receive phone calls assume that they are being called to donate money. One suggestion was getting students, perhaps student clubs, to assist with making phone calls. However, departments and their faculty should also be wanting to track graduates as they have the best personal relationship with the students, and the graduate would be more likely to speak with a faculty member. Faculty should perceive the value in these relationships as graduate tracking can also be beneficial when it comes to things such as asking them to serve on advisory boards or give speeches to current students. We can mix it up and have both faculty and students calling graduates; perhaps an incentive could be provided.

**Deans:** Discuss with the faculty.

V. **Open Forum – MATH 106 (Dr. Szafran)** ~ There is concern that there may be some confusion regarding the recent request to give MATH 106 Intermediate Algebra GER 1 status; it is important that everyone have the correct information. If a course meets general education outcomes, it should be approved as a GER. It was decided that Dr. Szafran, Karen, Mike and the math faculty will meet to discuss this issue.

**Mike:** Check schedules of the math faculty and coordinate with Renee and Michaela and a meeting will be set up.

VI. **Applied Learning Council ~ Nominations (Karen)** ~ SUNY’s Applied Learning Council is asking SUNY campuses to nominate an individual to serve on a system-wide Applied Learning Advisory Council. The Council, advisory to the Provost, will be comprised of a lead contact from every campus who will serve as the liaison to system-wide discussions and also be charged with developing and sustaining an Applied Learning Team at their institution. Some suggestions were made.

**Karen:** Reach out to the faculty who were suggested to see if anyone would be willing to serve on this council.

**New Business**

VII. **Catalog Year Changes (Memorie)** ~ Students who change to an updated program check sheet in their major is proving problematic for DegreeWorks. DegreeWorks pulls information from Banner and uses the check sheet that was being utilized when the student was initially enrolled in that major. Memorie asked if she could change the catalog year in Banner in cases where the student wants to change to an updated check sheet so that the information on DegreeWorks is accurate. Karen stated that as long as it does not cause problems for Institutional Research, Financial Aid, and Admissions it would be ok.

**Memorie:** Check with these offices to ensure they will not be affected by doing this.

VIII. **Tracking Exceptions (Mike)** ~ While the ABET reviewers were here, they questioned pre-requisite overrides and *with instructor permission* which is stated in the college catalog after each course description when there are pre-requisites required. Brenda created a form internally and Mike asked if we could make this a campus-wide form and have it put into BDMS.

**Mike:** Forward the form to the deans to share with their staff. Let Renee know the outcome.