Deans’ Cabinet Action Items – December 9, 2014

I. Student Course Comment Benchmarking Update (Kevin) – Kevin shared the data that he compiled for benchmarking the Student Course Comments. After review and discussion, it was decided that Kevin will change the percentage to reflect the total percent answered opposed to the total percent enrolled in the course; the self-service for faculty (individual faculty outcomes) will be changed as well. The total will add up to 100%. Kevin is confident this can be done before the end of the semester. He will also send the data to Sarah Todd. A concern was raised that this procedure holds the student up from doing their billing. Kevin will see if it is possible for students to do one evaluation at a time rather than force them to do them all at once.

II. Double Majors (Molly) – A student inquired about double majors. Because students must have 30 credit hours difference between the two majors plus must meet program requirements to get into programs, we do not allow double majors. It is very difficult to award two bachelor’s degrees as we do not have a uniform curriculum with the programs we offer. It would make more sense for students to complete a four year bachelor’s degree and then go on and obtain their master’s degree.

III. FYEP Steering Committee (Molly) – FYEP equivalent courses will not go through the FYEP Steering Committee for approval; FYEP/FYPE equivalent courses are not required in programs.

IV. Professional Membership (J.D.) – There are some institutional memberships that need to be funded. As long as it is for departmental or institutional memberships for SUNY Canton and not for an individual, it can be funded.

New Business

V. Cameroon Memorandum of Understanding (Molly) – Molly shared the Memorandum of Understanding between SUNY Canton and PKFokam Institute of Excellence in Cameroon. They would like to send three students to SUNY Canton in the spring. They will be Management students admitted as transfer students. The Deans approved the MOU. Molly: Send draft of the MOU to Dr. Szafran for approval and copy the Deans, Richard Bennett, and Thomas Njinet on the email. WES evaluations are required for all international students and it takes a while to receive them back. Molly suggested that someone from campus receive training from WES so that the evaluations can be done in house; currently someone from SUNY Potsdam who is WES trained will do the evaluation. Molly: Work on getting someone in-house WES trained.

VI. Off-Term Incentive Funding (Deans) – It was decided that a videographer will be hired and will receive a contractual stipend for six months; the broken dental hygiene vacuum pump system will be replaced.

VII. Restricted/Unrestricted Rooms (Karen) – Karen asked the Deans to look into what rooms are restricted and unrestricted for the Teaching and Learning Technology Committee. Deans: Submit your findings to Renee.