I. Faculty Information Form Revisions – Some minor revisions to the Faculty Information Form were discussed to assist faculty with rebuttals and responses to Student Course Comments. **Renee:** Make revisions to the Faculty Information Form per our discussion and send to the Deans for review.

II. Revisions to the Personnel Handbook and Credit Validation Form – Personnel Handbook changes need to be made due to the rank matrices; these items were discussed. **Renee:** Make revisions to the Personnel Handbook per our discussion and send to the Deans for review. **Molly:** Make revisions to the Library Personnel piece and bring to next week’s Deans’ Cabinet for review.

III. 688 Curriculum Coordinators/Advising – Alice Reed will serve as curriculum coordinator for the 688 Individual Studies curriculum. Advising for Individual Studies will still take place out of the individual dean’s offices.

IV. Sabbatical Reports – This topic will be tabled until next week when Dr. Hoffman returns.

V. Career Jam Invite – Watertown Fairgrounds will be holding the Career Jam on Wednesday, September 17th and are looking for faculty volunteers to give hands on demonstrations in their programs. **Deans:** Ask faculty if they are willing to volunteer if they do not have classes scheduled that day.

VI. Transfer Students – Transfer/home schooled students who have completed 30 or more college credit hours from a regionally accredited institution will no longer need to submit their high school transcripts to Admissions.

VII. Program Advisory Committee Members who are Alumni – The Alumni Office would like access to our Advisory Board listing to use as a guide to reach out to members who may be alumni and possible donors. It was agreed that since it is public information, it will be fine to share the listing with them. **Renee:** Email the Advisory Board listing to the Alumni Office.

**New Business**

VIII. Rome Campus Curriculum Coordinator – A curriculum coordinator located at the Rome campus will receive the same course load reduction compensation as any curriculum coordinator at SUNY Canton.

IX. Point of Contact for Open SUNY – Open SUNY is asking for a contact person on campus to send students to who have questions about Open SUNY. The Student Success Center was suggested.