Deans’ Cabinet Action Items – July 22, 2014

I. **Open SUNY (Molly)** – Our programs are not in until we commit to everything Open SUNY is requiring from us, such as accessibility compliance (minimize barriers, universal design, font, images, alternatives, assistive technologies). **Molly:** Draft email to be sent to Program Directors regarding Open SUNY Wave 2 updates. **Molly:** Ask the Online Advisory Committee to re-look at the rubric to make sure it is meeting all academic standards; make all necessary changes at once and make sure they fit in with the Open SUNY requirements. **Molly:** Inform Open SUNY that Dr. Szafran will respond on behalf of SUNY Canton with a letter of intent indicating that we plan to continue discussions. The letter is due on August 1st. **Karen:** Ask Michaela to copy the Deans on the letter of intent that Dr. Szafran sends to Open SUNY.

II. **Earned vs. Unearned F’s (J.D.)** – Federal regulation states that if a student enrolls in college, receives financial aid and does not attend courses, the student will have to pay back their financial aid. Clarkson University is implementing a procedure in the fall hoping that they will be able to catch these students. At the end of the semester when faculty enter their “F” grades, they will check a box that says either “earned” or “unearned.” Earned means the student did participate but simply did poorly in the course; unearned means the student did not participate in the class. **J.D.:** Check with Kerrie Cooper to find out exactly what the regulations state before we move forward with a plan.

III. **Canadian Partnerships (J.D.)** - Canadian diploma granting institutions in Ontario have been initiating conversations with SUNY Canton in hopes of creating articulation agreements with several of our programs. The students would enter a degree program at SUNY Canton after receiving their diploma from a Canadian college. Once we have approval from the Canadian government, Erin will prepare master articulation agreements for each of the programs. Once these are complete, the Deans will parcel them out to the curriculum coordinators.

IV. **FOB Office Space (Mike & J.D.)** – Faculty Office Building space was discussed. **Renee:** Ask Michaela to add this to Executive Cabinet.

V. **coursehero.com (J.D.)** – Students are able to post course materials to this website and there are SUNY Canton course materials on it. This is basically a “go to” site for students to use for cheating. There are also other sites like this on the web. **Karen:** Email faculty to make them aware of these types of websites and encourage them to change their course materials regularly.

VI. **Engaged/Not Engaged/Never Saw Process (Karen)** – This process would assist in the effort to catch freshman students in 100 and 200 level courses who do not appear to be engaged in their courses; it would also flag those students who are not attending. Once these students are identified, the advisor or dean would have a conversation with the student first to see if there is a problem. If there is, some mandatory tutoring hours or FYE may be required. A trial run was suggested for fall. **Renee:** Add this to Deans’ Cabinet agenda for next week to discuss with Memorie and Dr. Szafran. **Molly:** Have a discussion at the next Banner Advisory Committee meeting in early August and ask what is involved to put this in place.
New Business

VII.  **Admissions Application Deadline (Molly)** – August 1st is our drop dead date for accepting new freshman applications but we will continue to accept transfer students and re-admits.

VIII. **Associated Colleges Recruitment (J.D.)** – A pilot program where SUNY Canton works in conjunction with the Associated Colleges to recruit searches together was discussed. **Deans:** Prepare a listing of anticipated faculty needs for hiring faculty; for replacements, include cost savings. **Renee:** Add to Dean’s Retreat agenda.

IX. **Online Instructional Technology (Mike)** – A discussion regarding an ambassador program where Christina Smith could facilitate some faculty who could then assist other faculty with online instruction. The faculty chosen to do this would get credit for University Service and would be those who are unable to get into Faculty Governance. **Molly:** Send formalized list to Karen.