Deans’ Cabinet Action Items – July 29, 2014

I. Rolling Summer Grades (Karen) – In an effort to make our summer session more student friendly, grades will be rolled and the GPA will be calculated after each session, rather than at the very end of summer term as in the past. Repeat calculation for academic standing and financial aid eligibility will be done at the end of summer session. Transcripts will be run after each session unless the student is enrolled in more than one summer session; however exceptions can be made. Faculty will need to enter their grades at the end of every session rather than at the end of summer as in the past. **Memorie:** Notify Information Services of this change.

II. Transfer Credit (Karen) – SUNY Canton students who do poorly and lose financial aid are advised to take at least 6 credits at another institution and transfer the credit back in order to be considered for aid eligibility again. However, the transfer counselor was instructed to enter credits into Banner as of the term the student was initially enrolled at SUNY Canton, which is misleading and confusing. There is no way to tell if the student’s transfer credits were transferred in after they began SUNY Canton. It was decided that Tiffany will be instructed to bring in the transfer credit the semester the course is taken at the other college, effective September 1, 2014. **Molly:** Notify Tiffany of this change.

III. DegreeWorks Update (Karen) – All check sheets, GER’s, and minors are updated in DegreeWorks. The system is available in UCan Web. Sharon would like to hold faculty training sessions in mid-September and arrange to attend a school meeting in each school. Faculty will be encouraged to schedule individual meetings with Sharon for individual attention if needed. She would also like to have a training for the Deans and Deans’ assistants mid-September or mid-October. The plan is to roll DegreeWorks out to students at pre-registration time, although some students are already using it. Sharon suggested incorporating it into FYEP courses and Memorie talked about some YouTube videos that show students how to use DegreeWorks. It was also suggested that this could be a good project for the GMMD folks to develop something for students. **Deans:** Send Sharon your school meeting dates so she can set up a day to attend. **Mike:** Touch base with the GMMD faculty to see if they are interested in creating a DegreeWorks YouTube video for our students.

IV. Permanent Schedule (Karen) - This fall, course demands will be done for spring and summer 2015 with times and locations included as usual. In addition to that, a listing of courses for fall and winter 2015 will be added; but there will not be times and locations, just the courses and whether they will be taught online or face to face. Each dean’s office will submit a spreadsheet listing these fall/winter 2015 courses and send them to Memorie. She will filter and sort the spreadsheets into one document and a link will be put on UCan Web so students will be able to see what courses will be taught in the following semester.

V. Process for Suspended Probation Student Rescissions (Karen) – It was decided that any probation students who are suspended will be referred to Molly and not the academic deans for decision. If the student wishes to appeal their suspensions, they will be referred to the Provost’s Office. Students who appeal will be instructed to email their request to provostoffice@canton.edu. **Renee:** Notify dean’s assistants and Janet Livingston of this policy.