Deans’ Cabinet Action Items – August 19, 2014

I. Transfer Students (Molly) – Molly presented some suggestions in an attempt to make the transfer evaluating and scheduling processes simpler and more timely for transfer students. We need to be giving these students a better turnaround time. We are building a transfer database that will always be a work in progress as courses are constantly being added or changed. It was suggested that courses on this database have already been reviewed and therefore should be immediately added to the student’s transcript. Another suggestion is to hire summer advisors to work specifically with transfer students so transfer students have the same opportunity as new and returning students to register themselves in courses in UCan Web. DegreeWorks will also help once it is fully up and running. Molly: Ask Tiffany specifically what complaints she is hearing from transfer students. Erin: Check and see why the Articulation Agreement link on our website requests authentication. Transfer students are unable to utilize this resource if they are restricted from that webpage.

II. Roadblocks (Molly) – There has been some confusion and miscommunication among offices as to where calls/students are being sent. Over the next few weeks, Memorie, Kerrie and Molly will be collecting data to see where the miscommunication of information is. Once this information is collected, Molly will bring the results to Deans’ Cabinet.

III. Identifying Opportunities for Growth (Molly) – This topic was covered at the Deans’ Retreat.

IV. Repeating Courses (Mike) – In the case of math courses where a student receives a “D” and needs a “C” or better to proceed to the next math level, they are able to repeat those math courses and still receive their TAP award. However, situations are coming up where students are being advised to re-take courses that they had taken 7 or more years ago and successfully passed; this is causing problems with students’ TAP awards since TAP will not pay for a course the student has already taken and passed. Where appropriate if there are courses where this is the case, a student can re-take the course along with 12 hours of fresh credit and still receive TAP. Deans: Remind office staff and advisors to be sure to refer these students to the Financial Aid office to find out what, if any, the implications will be if they are repeating these courses. In addition, if there are courses that require a “C” or better for students to continue on, faculty need to be putting this information in their course syllabus so that the students are made aware upfront.

V. Civil & Construction Advisory Board (Dr. Szafran) – The Civil and Construction Industrial Advisory Board feels that SUNY Canton needs to do a better job getting the “word out” to local and regional high schools regarding the opportunities for bachelor’s degrees in Engineering Technology. A strategy needs to be developed to attract students. Our new Admissions Director, Melissa Evans, will be charged with developing a strategy. Also, she has a very good relationship with several high school guidance counselors. However, it is not solely the job of Admissions to recruit E.T. students; the faculty need to work in tandem with Admissions. CSEOET will be having a school retreat tomorrow and will be working on coming up with a 5 year strategic plan. Dr. Szafran will be discussing scholarship opportunities for Engineering Technology with Dave Gerlach as well.

VI. Orientation/Mandatory Curriculum Meetings (Mike) – There is confusion among faculty regarding “mandatory” curriculum meetings. The faculty are interpreting this to mean that all new students are required to attend when in fact only the students and faculty who signed up for late orientation are required to attend. Going forward, the word “mandatory” will be removed from
curriculum meetings so the faculty will not be expecting all students to attend. **Renee:** Notify Sharon Tavernier of this change.

**VII. Legal Aid Society Referral Agreement (J.D.)** - The School has received final approval from the Legal Aid Society of Northeastern New York (LASNNY) to partner to offer income eligible SUNY Canton students free legal services. Students with legal issues that meet LASNNY criteria could set up an appointment during a monthly intake session hosted on campus to discuss their situation with a staff member from LASNNY. This will begin in September once some final paperwork is completed. The Cook 100 Business space can be used for the intake sessions. **J.D.:** Will send draft to Dr. Szafran and Shawn Miller for signatures.