Deans’ Cabinet Action Items – September 16, 2014

I. **Sustainability/Technology Campus Map (Betty Connolly & Kelly Carter)** – Betty and Kelly presented ideas for an electronic campus sustainability map with a virtual hands-on tour. The purpose of this prototype is to let senior leadership know what we are doing and help to get the word out. The map will showcase what great things SUNY Canton is doing as far as sustainability. Also, the map would inform the community of green initiatives and highlight the green features of the campus; especially those areas which are LEED certified. Linking a tour in addition to the map to promote Canton’s strengths as a college of technology and demonstrate campus sustainability is a possibility. The hope is to get faculty, students, and Information Technology involved as well. Another suggestion is instead of one map, incorporate tabs for different overlays so that people can focus on the areas in which they are interested in. **Deans:** Please send Betty and Kelly any suggestions you have.

II. **International Initiatives (Raj Sashti)** – Mr. Sashti presented his vision for improving our international initiatives. He proposed several options such as a nine-week summer program for students from other countries and hosting scholars/sending faculty abroad through Fulbright scholarships. He also discussed ambassador/diplomat programs and pointed out that our close proximity to Ottawa is a plus. The beauty of this is that we can make the program how we want it to be. We can keep things as is, allow international students to come and do a 2+2 and earn their degree, and for students who are only interested in the experience and not the degree, they can come for the summer to do ESL then return home.

III. **Eliminate Final Exam Week (Karen)** – Faculty are required to do something of academic merit during week 15, which is final exam week. The idea of allowing faculty to do what they wish with their students during final exam week was revisited. After a discussion, it was decided this topic should be charged to the Academic Standards Committee; the committee can look into what the rest of the system is doing in regards to final exam week. **Karen:** Ask Dan Gagliardi to add this to the next Academic Affairs meeting agenda.

IV. **New Faculty/ISA Hires (Karen)** – The new hire spreadsheet is still under review. Dr. Szafran expects to make decisions next week pending input from the Business Office. **Deans:** Send any updated adjustments/revisions to Renee.

V. **DegreeWorks Workshop reminder email to Faculty (Karen)** – As we are moving forward towards DegreeWorks, faculty need to be attending one of Sharon’s DegreeWorks training workshops. **Deans:** Send training session reminders to faculty and stress the importance of this training at school meetings. **Molly:** Ask Sharon to take attendance.

VI. **Back Date for DegreeWorks (J.D.)** – Regarding the exception process, it was decided the date for adding any new exceptions into DegreeWorks will be November 1st. By using November 1st as a “soft date”, we can get feedback from Sharon as to how the DegreeWorks training sessions are going; the timeframe for Sharon to have all faculty trained is mid to late October and the faculty need to be trained in order to put the exceptions on the system. Also, November 3rd begins advising week and the hope is that we are up and running by then. It was agreed that we will still keep a “paper trail” for a while as well. **Deans:** Let their support staff know and **Renee:** will let Sharon and Memorie know that we are going to use the November 1st date.
VII. **Follow-Ups (Molly) – Updates:**
- Credit by Evaluation ~ Career Services is updating the reference guide for academic standing and will have it completed by next month.
- CLEP ~ Molly has been working with the Business Office to do some configuration to have CLEP returned to SUNY Canton. Refurbished laptops will be put in a dedicated space in Halford Hall and this will be done by the end of the semester.
- National Survey of Student Engagement (NSSE) ~ Students are more engaged in group tutoring with peer tutors. Peer tutors are currently paid through the Tutoring Center. In the future, we would like to have peer tutors go through a rigorous training process (SUNY Oswego and Brockport do this) where the peer tutors would get actual college credit.

VIII. **Bachelor of Science ~ Early Childhood (J.D.)** ~ Maureen Maiocco has asked that we propose a Bachelor of Science in Early Childhood program. The proposal had been rejected in the past because SUNY Potsdam felt it would be a threat their education program. However, most Early Childhood students wish to open their own daycare focusing on children aged infant to age 5; they are not interested in teaching. After a discussion, it was thought best to keep the word “education” out of the title, focus on childcare management, and make an underlying program to reflect that. Options that were discussed:
- Bachelor of Science in Daycare Management
- A Management degree with a concentration in Daycare Management
- For those Early Childhood students who are interested in teaching, we could talk with Potsdam about a Memorandum of Understanding for a 2+2 program where they would accept our Early Childhood transfer credits.

**J.D.:** Present these ideas to Maureen and ask her if she is interested in developing a new proposal.

New Business

IX. **Educational Advisory Board (EAB) (Dr. Szafran)** – The EAB provides best practice research and practical advice to leaders of academic affairs, business affairs, student affairs, advancement, continuing, online, and professional education, and community colleges across North America. For a fee, they will provide practical and helpful reports which will focus on our best and worst management practices. When given a topic(s), they do research and approximately 6 weeks later, and report is issued that outlines best/worst practices from ideas based on their research. **Deans:** Research the organization and give Dr. Szafran input.