Deans’ Cabinet Action Items – January 20, 2015

I. **Banner/IT Questions (Kyle)** ~ Kyle discussed data processes and possible solutions:

Banner ~ Because of FERPA rules, all users do not have access to all Banner screens. However, if there is a need for someone to have access to specific Banner screens, a request may be submitted through the Banner Advisory Group. If there are specific questions that need to be answered regarding Banner, Tess Murphy the committee’s chair, would be the contact.

Work Flow/E-Signatures ~ Kyle talked about a new ticketing system called Service Now which would assist with back office functions. There are too many tedious, manual processes which require a lot of paper shuffling. Top priorities for automation include course changes (drop/add), change of major, and grade changes (with a confirmation at the end so the student knows that it has been processed and if not, will need to follow up). **Deans:** Identify all workflows in your areas, put a list together, and submit to Kyle who will take it to the Banner Advisory Group.

Back-Up: Data recovery, retention and security ~ SUNY Canton’s critical data is hosted at the ITEC Data Center in Buffalo. If something happened to that center, the back-up information is also stored in Albany.

Kyle stated there are conferences and training tools available, however attendance in the past has been low. Conference information is available on the SUNY Center for Professional Development website.

II. **Self-Scheduling – Transfer Students (Karen)** ~ How do we make scheduling more user friendly for transfer students so they do not have to wait to be called back and scheduled by the dean’s offices? It was decided that if transfer students’ applications are submitted in a timely fashion, their tuition deposit is paid, all transcripts are submitted and evaluated, and they have a discussion with an advisor or dean’s office, they will receive a registration code so they may schedule themselves. These students can register for courses beginning two weeks after the registration period so that current students can register first. It was also decided that faculty advisors will be hired to advise transfer students over the summer. There is concern that transfer students will inadvertently take courses they don’t need or won’t take courses they do need; this could cause problems with graduating on time and possible financial aid issues as well. Therefore, transfer students who admit late will need to have their scheduling done by the dean’s office as usual. **Molly:** Find out from Admissions why transcripts are sent to dean’s offices as a batch and not as they come in. **Karen:** Ask Memorie to generate registration codes for new transfer students and submit them to senior dean’s office staff.

III. **Community College Transfers – ENGL II (Mike)** ~ Some community colleges may have a literature content in their English II courses that we possibly could be accepting as a literature course for transfer students. To benefit Open SUNY, we should be sure that we are accepting those courses that meet that requirement so students are not repeating something they have already taken. It is understood that all English II courses are not the same at every college. Also, Julie Parkman has updated the Reference Guide for Advance Standing database for the Career Services webpage. **J.D.** Ask the Humanities Department to review the transfer database to ensure it is accurate. **Renee:** Invite Julie to a future Deans’ Cabinet meeting to share the updated database with the Deans before posting to the website.
IV. **Reactive Training (Molly)** – Molly would like to have any new faculty teaching online to be prepared ahead of time so that there is no scrambling right before/once the semester begins.  
**Deans:** Notify Molly of any new faculty scheduled to teach online courses so that her office can reach out to them for training.