Deans’ Cabinet Action Items – February 3, 2015

I. **Aviation Camp/Budget (Lucas)** – Lucas Craig discussed the Aeronautical Summer Camp that he plans to host this summer for 22 local high school students grades 7-12. The goal of the summer camp is to get kids interested in engineering programs and recruit students. He has received some funding, but still needs an additional $14,200. This money would go towards funding RC simulators, Flack Kits, and the building of a water tunnel. Once these items are purchased, they will never need to be purchased again. The items can also be used for the new Mechatronics and Gaming programs. Lucas is hopeful that in the future we can offer several camps over the summer and hire a director to handle the logistics. The Deans approved the proposal. **Renee:** Transfer money into Mike’s incentive account.

II. **Search/Hiring Process Recap (Karen)** – Dr. Szafran approved the proposed timeline for the search/hiring process. **Renee:** Notify David Rourke.

III. **New Faculty Orientation (Karen)** – There is much preparation involved for newly hired people such as obtaining keys, parking permits, ID cards, office locations/set-ups, computers, etc. It was decided that the Monday before the first day of obligation will be structured to take care of these items, along with some intense training on UCan Web, Online Learning, advising, classroom technology, and classroom management. Faculty who are already here may also take advantage of this training if they wish. **Renee:** Set up some time for a discussion as to what will be included in the new faculty orientation.

IV. **Eliminating Certificate Programs (Karen)** – The Deans recommended that the Health Science Career Studies (774) and Criminal Justice Studies (753) certificate programs be discontinued. Students who do not meet the program requirements for select Allied Health programs would be admitted into Individual Studies and students who do not qualify for Criminal Justice would be admitted into 001-Undeclared. It was also recommended that the Individual Studies program be revised to accommodate the needs of our students. The appropriate Deans will work with faculty to initiate curricular change paperwork.

V. **Registering as Educational Trainer (Karen)** – This program is for NYC public assistance students only and could be very motivational for these students. Faculty would be required to keep daily attendance records for the students in this program. If Accommodative Services could administer the program, faculty would be notified like any other Accommodative Services student and would know they must take attendance. **Molly:** Discuss with Veigh Lee and see if she is willing to assist with this. The program would start in the fall semester. **Molly:** Talk to Courtney about support for these students.

VI. **Honors Convocation Recommendation (Karen)** – Karen will be meeting with the committee this afternoon to discuss this award and ask them to develop some guidelines and criteria for this award.