I. **Fall 2016 Faculty Hires (Karen)** – Karen explained to Shawn and Dave that we are attempting to better plan our search/hiring process by identifying faculty needs a year in advance. The Anticipated Hires 2016 spreadsheet was reviewed. Shawn felt comfortable with the search requests and she approved them barring any extenuating budgeting circumstances. She also reminded the Deans that budgets should be prepared by the end of April and course fees are due by April 1st. **Deans:** Give Dave a heads up if you feel your current searches could possibly fail.

II. **SUNY Excel Report (Sarah)** – Sarah shared a summary of data from the SUNY Excel Report. SUNY has become increasingly interested in the applied learning experiences of our students. Data on student internship experiences was not collected by SUNY prior to Fall 2014; therefore SUNY Canton should be evaluating institutional participation levels. Sarah will send the Deans the clear definition of applied learning that she received from SUNY. **Deans:** Send the definitions to the curriculum coordinators and ask them to provide you with a list of applied learning courses.

III. **Dual Enrollment MOU Template (Karen)** – The Dual Enrollment MOU was reviewed. Some changes were suggested and agreed upon. **Erin:** Make revisions to the MOU and send to the Deans for final review.

IV. **Midterm and Final Grade Submissions/Same Time (Mike)** – To eliminate faculty confusion on grade submission deadlines, it was decided that midterm and final grades will all be due at 9:00 a.m. This will begin in the fall 2015 semester. **Renee:** Let Memorie and Lenore know.

V. **Special Events for Academics (Karen)** – Campus sponsored events are handled by Diane Collins. Ideas were discussed about special events for academics. One idea was to have Erin handle the logistics of these events; another idea was to create an event application to determine the levels of support needed. A protocol is needed for these events; everything from logistics to budget planning. **Renee:** Add this topic to next week’s agenda to discuss with Dr. Szafran.

VI. **Payson Prize Speaking Contest (Karen)** – Deans sent the information out to their faculty. **Renee:** Email the faculty a reminder next week.

**New Business**

VII. **Academic Assessment March 15th Deadline** - Sarah will send out a reminder to faculty who have not started inputting their institutional scorecard data into Taskstream. She will also send them the training videos she created.