Deans’ Cabinet Action Items ~ April 14, 2015

I. **Peer Review Committee Composition (Karen)** – A discussion ensued regarding a more generic, consistent process for the composition of peer review committees. A defined procedure is needed to protect untenured faculty. When the peer review process was introduced, the decision was that each department would come up with their own guidelines. However not all departments have a clear definition of the peer review process, which is problematic. It was suggested that one of the governance groups along with UUP form a committee to address this. **Karen:** Reach out to Liz Erickson and Dave Hartle and request a committee be assembled to discuss this and come up with appropriate solutions to bring back to administration.

II. **People Admin Workflow for H-1 and C-2’s (J.D)** – People Admin is not set up to perform this type of workflow. Dave and Dr. Szafran have talked with Kyle and Shawn regarding options, which are still being discussed. For now the process will remain as is.

III. **English as a Second Language (ESL) (Mike)** – Mike met with Melissa Evans, Joe Carbone and Johanna Lee to discuss ESL. Everyone agrees we should be doing ESL on this campus. To teach English as a Second Language, one must be certified. Currently we send students to Fulton-Montgomery for ESL and give them a conditional admit; unfortunately those students usually decide to stay at Fulton-Montgomery. Although we do not have many non-English speaking students, our athletic departments have been recruiting in Puerto Rico. Suggestions were made in ways to acclimate these students and get them prepared for success at SUNY Canton. One suggestion was to bring in an outside company. **Renee:** Ask Michaela to add this topic to Executive Cabinet so that it can be discussed there. **J.D.:** Discuss this with the Humanities Department and get their thoughts on this subject.