Deans’ Cabinet Action Items ~ April 7, 2015

I. **Course SLO Assessment (Karen)** – Course outlines are to be updated by the last day of obligation (Friday, May 15th). Faculty will load updated SLO’s and course descriptions into Taskstream. Erin will let the Deans know when she is assigning the fall courses. TBA courses cannot be loaded into Taskstream so those courses will initially be assigned to the department chair and the Deans will let Erin know when there is an instructor assigned. Department chairs will have access to the courses in the disciplines they oversee. New course objectives are to be entered into Taskstream prior to the start of the fall semester. **Karen:** Talk to Sarah and Janel about giving department chairs access to their areas. Also ask about adding folders to Taskstream to better organize the data for the chairs. **Mike:** Send Erin a list of designators and course numbers in your school that outline which courses belong to which department chair. **Deans:** Warn your department chairs that when we start doing the fall courses, they will be seeing all courses in their areas in Taskstream. **Karen:** Talk to Dave Rourke about revising the adjunct appointment letter to include Taskstream and SLO information.

II. **Budget Requests (Karen)** – Budget requests are due to Shawn Miller by May 6th. **Deans:** Include funding for faculty positions where searches were unsuccessful this year. Once compiled, send your budget requests to Shawn, Terry and Renee.

III. **Veterans/withdrawal process/online (Molly)** – A military student expressed frustration regarding the lack of an online form workflow process and non-business day dates. Making the website more user friendly was also discussed. All information and policies should be housed in one place with links to the appropriate offices; specifically the One Hop Shop. **Dr. Szafran:** Talk to Shawn and re-visit the possibility of a Banner workflow process for some campus forms. **Karen:** Speak to Memorie and Kerrie to discuss the possibility of a One Hop Shop webpage. Ask them to go through their individual webpages to see if there are matching policies for both areas that can be housed on one webpage, which can then link to their specific areas. Molly also suggested including some language to the non-business day dates for those students who are not physically here on campus.
IV. **International Programs (Karen)** – SUNY requested an update on their list of international programs. The list was reviewed and updated. **Renee:** Make updates to the list and send to SUNY.

V. **Department Chair Role in Student Grievance/Best Practices (Karen)** – When handling student complaints, Department Chairs need to make sure that they are requiring students to put their grievances in writing so that there is no question as to what the student is grieving. **Deans:** Remind Department Chairs to require students to submit their complaints in writing.

**New Business**

VI. **Middle States Update** – The Middles States Periodic Review will be due June, 2018. The review is an interim look to ensure that we have followed through with their 2002 recommendations.