Deans’ Cabinet Action Items – May 12, 2015

I. **Cost Per Program Methodology (Sarah)** – In an effort to better plan in terms of what it costs to run programs, Sarah pulled data and explained her methodology for doing so. The data was reviewed and suggestions were made. Sarah will put together a master list of programs and share it with the Deans.

II. **Reminder: Summer Contract Letters Ready – Additions? (Karen)** – Any changes for summer term now have to be done on C-2’s. Renee: Ask Dave Rourke to send the summer term spreadsheet to the Deans so they can review it; also ask Dave what the drop deadline is for summer C-2’s.

III. **Shred Con – Certified Shredder Company: FYI (Karen)** – Karen informed the Deans that the college now deals with a certified shredder company (Shred Con) that will bring a shredder box to any campus office and do your shredding on a weekly basis (or as needed).

IV. **Summer Session Enrollments/Planning Tools and Opportunities (Molly)** – Open SUNY’s course offerings are large this summer and there is concern that we are opening registration for summer too late. Other campuses are allowing registration in March and we do not open registration until April. The competition is hurting our summer enrollments and we need to be more strategic now. Suggestions were discussed. One idea was to survey non-degree students taking summer courses to find out what high demand courses they would like to see taught in off-term semesters. **Molly:** Talk to Sarah about developing such a survey. **Molly:** Discuss with Memorie the possibility of opening our summer registration earlier. **J.D.:** Work with Molly and Sarah on determining strategies for this year’s winter term and next year’s summer term.