I. **Ft. Drum/JCC Prep (Melissa & Patrick)** – A representative from Jefferson Higher Education Center (JHEC) will be coming to campus to discuss a collaboration between SUNY Canton, JCC and Ft. Drum; there is a large population of soldiers and their families on base at Ft. Drum. Melissa and Patrick discussed with the Deans the education programs currently available to soldiers and the opportunities they are hoping SUNY Canton will explore with Ft. Drum/JCC. Ideas were discussed on how to feasibly make this work with the potential roadblocks that could prove problematic (i.e., deployment, small enrollments in programs, etc.). Some solutions were suggested such as hybrid course offerings and teaching introductory courses at JCC at flexible times. **Deans:** Provide Melissa and Patrick with a list of programs that you are willing to consider. **Deans:** Let Patrick know of any questions that you would like him to ask when he is on base next. **Molly:** Let the Deans and Provost know when the representative will be coming to campus to meet.

II. **New Courses in Program Proposals (Karen)** – FYI: From now on when sending a program proposal to SUNY, course outlines will need to have an example of a grading policy, no just A-F. **Ken:** Find out from Deb Backus if there were new outlines in the Nursing Dual Degree program that was sent to SUNY.

III. **Assessments in the Major (Karen)** - Please reach out to any faculty that should have their Assessments in the Major done. **Deans:** When you receive them, please forward them to Renee.

IV. **Two Weeks of Advising (Karen)** – As long as the master schedule can be done early, the Deans are not opposed to two weeks of advising. Memorie would like course demands at the end of the first week so that she can be prepared to have the master schedule ready a week early and have time to review it. **Deans:** Let the department chairs know that they need to submit their course demands a week earlier. **Karen:** Look at the academic calendar to see how to make this work.