Deans’ Cabinet Action Items – August 11, 2015

I. Off-Term Compensation Issues (Doug) – For under-enrolled courses during off-term semesters, enrollments for compensation purposes are determined on the 2nd day of classes at 4:00 p.m. for each session. If faculty agree to allow students in after that deadline, there will be no compensation; however on the flip side, faculty will not be penalized for students who withdraw. It was decided that this policy will remain as is. Renee: Ask Dave Rourke to add the policy for off-term compensation to faculty off-term contract letters.

II. Course to Program SLO Coding (Doug) – This programming is now in Taskstream so faculty can put their data in. Sarah is going to do a video tutorial and put it on the IR website. Deans: Communicate to the faculty that this mapping is ready and let them know there will be a training schedule for support to make the transition. A schedule for course to program SLO coding was suggested:

1. Assess each student learning outcome in Taskstream. The assessment SLO’s will be embedded in each course. Course SLO’s to be coded to program SLO’s as well. This should be ready to go and entered into Taskstream by the third week of classes.
2. Data collection needs to be done by the time final grades are turned in.
3. Changes to a course based on what has been assessed and learned needs to be done by the end of the year after conclusions are reached. In January when course changes are made, syllabus changes are made to be ready to distribute to spring students.

III. Retention Committee Charge (Doug/JD) – In keeping with their charge, the engaged/not engaged program should be taken on by the Retention Committee. There should also be a process as to how the outcome data will be used and what consequences there will be for those who do not participate. Doug: As this committee reports to Faculty Assembly, ask Liz to make the request and give a deadline for next semester to make recommendations. For now, the engaged/not engaged deadline will remain 9:00 a.m. on the Tuesday following the end of the third week of classes:

* Tuesday, September 15, 2015 at 9:00 a.m. for the fall semester and

* Tuesday, February 9th, 2016 at 9:00 a.m. for the spring semester

Renee: Ask Lenore to add these dates to the academic calendar.
IV. **State of the Campus Review (Doug)** – Doug will yield the floor to the deans to introduce the new faculty and announce promotions and continuing appointments. Doug will be speaking to the faculty at Faculty Assembly. **Deans:** If you have not already done so, please send Lenore your slides.

V. **Polo Shirts for Faculty (Doug)** – Shirts have been ordered for faculty and staff in the Deans’ Offices.

VI. **Deans’ Cabinet Plus (Doug)** – Doug suggested having one Deans’ Cabinet per month to include Memorie, Sarah, Melissa, and JoAnne if she is interested. The Deans agreed. **Renee:** Discuss this with Memorie, Sarah, Melissa, and JoAnne. Schedule an upcoming Deans’ Cabinet Plus meeting.

**New Business**

VII. **Possible Summer Opportunities (Dr. Szafran)** – A discussion took place regarding the possibility of teaching more face-to-face courses in summer and allowing students to live in residence halls. Suggestions made were:

1. In addition to General Education Requirements, offer fun courses such as Adirondack-related, literature, art, or photography, courses. This will give us a chance to take advantage of our beautiful campus and surrounding area.
2. Pro-rate the cost of what we would charge for a full semester for staying in the dorms; Kennedy Hall could support this to keep campus active in summer.
3. Increase number of athletic camps to generate more revenue and help justify operating the dining services.
4. Re-visit the Jump Start Program for students who are denied fall admission to give them an opportunity to take their remedial course requirements in the summer as a conditional acceptance so they could get financial aid. If successful, they would be admitted for fall. Could we apply for a grant to run this until we are self-sustaining and can generate revenue? Is there money available to expand EOP so we could expand early arrival?

**Molly:** Check with Admissions and find out number of students we are not accepting. **Molly:** Bring forward the Jump Start information to the Deans’ Cabinet so it can be tweaked to fit what we want to do successfully.