I. **New Financial Aid Eligibility Software Coming (Kerrie)** – Federal and State regulations state that financial aid is only to be processed for coursework applicable to a student’s degree program. Other colleges are being fined for not complying with these regulations. SICAS has been working on software that will coordinate with Degree Works so that when a student attempts to register for a course that is not applicable to their program, a warning will pop up. The Financial Aid Office will also be able to run a report to catch students enrolling in courses that are not appropriate for their degree program. The software will not prevent students from scheduling course(s) that do not apply to their program. Students will still have the ability to take courses not applicable to their program, provided they are taking at least 12 credit hours (full-time) that are applicable to their program. The hope is that by Fall 2016, this software will be fully implemented. Training will be needed for students, faculty advisors, and staff.

II. **Summer Session Feedback (Molly)** – A survey was distributed to students taking summer courses. The survey was specific to marketing and asked questions such as are we offering courses students are looking for, the reasons students took summer courses, how did students hear about SUNY Canton’s summer term, awareness of summer financial aid, etc. **Molly:** Share the results of the survey with the Deans’ Cabinet.

III. **Online Data (grade distribution, withdrawal and passing rates for Fall 2014 & Spring 2015 (Molly)** – The Office of Institutional Research does an analysis of student success in online and face to face courses from semester to semester. This data is available on our website. **Deans:** Encourage faculty to look at it.

IV. **MSCHE Monitoring Report (Doug)** – The assessment data in Taskstream will essentially be the core of what will make up our monitoring report for Middle States. Sarah is working on programming course-based assessment codes with institutional and program student learning outcomes in Taskstream to make it systematic and automated so additional work is not required. Historically when the Middle States review is completed, all work stops; then when it comes due again, we are using valuable efforts and resources to scramble to prepare again. Our goal is to continue operating best practices so this doesn’t happen. Work will not need to be re-created, we will be representing that work. Another critical thing will be to make sure that the metrics are directly valuable to faculty, programs and the college, as well as disciplinary
accrediting bodies, not just Middle States. We want to avoid having to measure the same thing twice and write two identical reports. **Renee:** Add this topic to the Deans’ Retreat agenda.

V. **SUNY Excels (Doug)** – FYI: There is an upcoming meeting with the President, Provost, Sarah and Liz to create a draft of what our metrics should be based on SUNY Canton’s strategic plan and seven goals. Once the strategic plan is “refreshed” those items will be listed under goals and decisions can be made based on that data.

VI. **2016 Summer Grant (process for nominating)** - Doug would like to create a process for reviewing and approving nominations for grants. **Renee:** Add to next week’s agenda for further discussion.

New Business

VII. **Faculty Portfolio Award (Dr. Szafran)** – In an effort to encourage pre-tenured faculty to reflect on their annual work and put forth a strong portfolio, Dr. Szafran suggested awarding a Faculty Portfolio Award when an outstanding portfolio is submitted.