Deans’ Cabinet Plus Action Items ~ September 1, 2015

I. Dropping Schedules Concerns (J.D./Memorie) – Despite our best efforts, as is common at other colleges, students still have issues at the start of school (past the 8/3/15 deadline) and the result is dropping student schedules. Focusing on the goals of retention (not having students withdraw), timely progress to degree (getting the classes you need), a smooth process for students and a smooth process for faculty/staff, discussion aimed at improvement. Students are reminded over the summer several times by postcards and emails, however we are finding that freshman students do not read their SUNY Canton email; this is problematic. Suggestions were made and discussed. It was decided that a sub group be created which will include people from key offices on campus to address these issues. This working committee will hash out the problems and come up with ideas to do this better. **Renee:** Reach out to folks on campus and work on scheduling a meeting for the sub-committee.

II. Course Demands (Memorie) – In an effort to get the master schedule done more efficiently, to correspond with the Academic Calendar, and to continue to work towards a permanent schedule, Memorie has requested that the due date for course demands be moved up. It was decided that the first draft for Spring/Summer course demands will be due to Memorie by June 15th. The first draft for Fall/Winter course demands will be due to Memorie on the last day of fall classes. **Deans:** Let the faculty know. **Doug:** Forward the Deans his permanent schedule process to review before the Deans’ Retreat.

III. IB Credit (Doug) – Although we do not see a lot of IB credit (locally, Massena High School is the only school that gives it), a general process needs to be put in place as to how we give IB credit. Melissa has a “cheat sheet” that she has used in the past so that the staff has the criteria in front of them when speaking with potential students. **Melissa:** Bring the cheat sheet to the next Deans’ Cabinet Plus meeting for the Deans to review and make a final decision.

IV. NY Academy of Sciences Gala (Doug) – Doug indicated that this event is not on topic to move our students forward and recommended that we pass on it. The Deans agreed.

V. Seamless Transfer (Doug) – **Deans:** Send Doug and Renee what you have so far on your Seamless Transfer spreadsheets.

VI. 016 Summer Grant (process for nominating) (Doug) – It was decided that if a situation arises where more than two people are nominated for a grant, the process will be that the Deans’ Cabinet will be the committee that decides which two will be nominated.

VII. Campus Diversity Officer (Doug) – The Executive Cabinet charged the campus with hiring a diversity officer. **Renee:** Ask Michaela to get the goals from the MTP outlining the duties, qualifications, and compensation so a description can be put together for an internal search. From there, the search committee will be given clarity as to what we are looking for.