

Deans' Cabinet Action Items – January 10, 2014

- I. **Transition timeline for FYEP** – Molly and Sharon discussed FYEP and shared the Freshman Opinion Survey statistics. The survey outlined the overall differences between students who took the FYEP course and those who did not. FYEP will be incorporated into every academic program in some form. It may be the traditional FYEP course, or the faculty can opt out but must develop an FYEP component to their curriculum. The deadline to let Karen know how the FYEP will be taught will be April 1, 2014. The curricular change deadline will be November 15th, which gives faculty enough time to come up with their plan. This cannot be implemented until Fall 2015. Sharon also suggested having students who are juniors and seniors assist in teaching the FYEP seminar in a lecture hall setting. **Deans:** Find out how many programs want to create their own FYEP version. **Sharon:** Sharon will let us know what they are thinking about changing in FYEP no later than March 1st.
- II. **Fall 2013 Grades by Course Level (Charts from Sarah)** - Reviewed and discussed grades and grade distributions for the Fall 2013 semester. **Deans:** Share electronic copies of Sarah's data in an email to faculty just as an FYI.
- III. **Policies & Procedures Manual Update Review** – Please have all changes to the Policies and Procedures Manual to Erin Voisin by Tuesday, January 14, 2014. **Renee:** Schedule a one hour meeting next Thursday, January 14, 2014 to go over the changes.
- IV. **International/Visiting Scholars** – Erin Lassial will be coming in to replace Marela Fiacco who has accepted a faculty position in School of Business and Liberal Arts. We want to give Erin clarification as to the visiting scholar processes. **Molly:** Draft a visiting scholar template with necessary revisions to provide at a future Dean's Cabinet meeting.
- V. **MATH 106** – The Math Department want to make revisions to MATH 106 Intermediate Algebra. Changes will need to go through Curriculum Committee. **Mike:** Let Memorie know to drop the supplemental hour from spring 2014 schedules.
- VI. **Math Placement** – MATH 100 and 106 leveling – **Mike** – Discuss with Math Department how they want students to be leveled (i.e by Admissions or by Math Accuplacer exam).
- VII. **Students who receive below a C in Math** – **Renee** – Ask Memorie for the list of students who received a D+ or below in MATH classes sorted by school and curriculum.

Deans' Cabinet Action Items – January 21, 2014

I. Wait Lists/Academic Standing –

- a. **Wait Lists:** Memorie stated concern that the wait lists get very confusing and asked that a better process be set in place. Beginning Fall 2014, wait lists will be set at the capacity of the course. Faculty may not give permission to allow students into full classes before the wait lists are cleared. The schedules of students who have done nothing with their billing will be dropped one week after the semester bill due date. There will be a second drop of schedules 2 weeks after the semester due date of students who have done something, but not enough to complete their billing process. A week before classes start, the Provost's Office will send out two separate emails (one to faculty/staff and one to students) stating that wait lists are going to be cleared and students must contact instructors for permission to be added into full courses. The following day, the Registrar will clear waiting lists. **Memorie:** Prepare instructions for faculty on how to view which students are on their waiting lists, which will be attached in the email that goes out to faculty/staff. **Memorie:** Look into how advisors can click a box in UCan Web so their advisees do not need to remember their registration codes once they have met during pre-registration.
- b. **Academic Standing:** Memorie stated concern that the Academic Standing lists she sends to the Dean's Offices are broken down by attempted credit hours and not by completed semesters; The Dean's Offices use the completed semester chart to determine re-registration requirements. She wondered if the charts should be changed to reflect the attempted hours instead of the completed semesters. It was decided that to avoid confusion, we will continue to follow completed semesters and not attempted hours. **Memorie:** Remove the semester academic standing from the student transcripts.

II. Dean's Office Hold for Change of Major – Dean's Offices are requesting that they have their own hold type created on Banner. These would be for change of major type holds for students who are suspended course of study and need to choose a different major. Currently the holds are Registrar holds which prompts the student to contact their office instead of the Dean's Offices. **Memorie:** Each Dean's Office will have their own hold for these types of students.

III. Off-Term Student Course Comments – A faculty member asked if he could have Student Course Comments done in his winter term course. However, we have not previously done off-term Student Course Comments. It was decided that we will offer the same opt-out program that we do for the full semesters and have Kevin Elliott prepare Student Course Comments for the off-terms. **Molly:** Her office will handle the opt-out piece for off-term Student Course Comments.

IV. Rebuttal Section on Student Course Comments – A faculty member has suggested that faculty be allowed to add a rebuttal to student course comments. However, faculty have a chance to explain their Student Course Comments in their portfolio when talking about teaching effectiveness. Therefore it is unnecessary to add a rebuttal section to Student Course Comments.

V. State Authorization – We are required to let some, but not all, states know when one of our students is physically in their states. Some of these states may just require that an exemption certificate be filled out, some may require a fee; every state is different. In turn we need to reach out to SUNY and let them know where our out of state students are. **Deans:** Provide Molly with a list of students who are doing their internships out of NYS. Reach out to your curriculum coordinators and find out if their students are doing out of state internships. Then we will have an idea of how

many/what states they are in and go from there. **Molly:** Ask Sarah to run a report of students with out of state addresses and if they are living on campus. That will give us a good start.

- VI. PPM Revisions** – Erin has done most of the Policies and Procedures Manual revisions. She said that an index does exist, it just didn't get printed. We need one master documents that resides in one place and feeds into all other documents on campus, and not scattered all around. This should be resolved through Executive Cabinet. **Renee:** Ask Michaela to add this to the next Executive Cabinet agenda.

Deans' Cabinet Action Items – January 28, 2014

- I. **Joint Leadership Meeting** - The Joint Leadership Meeting with SUNY Potsdam on January 30, 2014 will be reviewing proposals for two shared IT positions. We must have service level Memorandums of Understanding for these positions. The MOUs need to include measurements by which the success of the shared service will be evaluated. At this time we do not have the MOUs to review. Dr. Hoffman agreed that we need to see the MOUs prior to the meeting. Final approval for these positions rests on both Presidents. Concern re: funding, need, and time spent on each respective campus were raised.
- II. **CLEP** –The vendor that makes CLEP made changes to their program and there are security issues with it. The new software requires that the College disables local firewalls and purchase a new server. We cannot disable our firewalls due to the security risk it poses to the College. We could isolate the software on dedicated machines with severe security restrictions, but this is not possible due to lack of space. Jefferson Community College and SUNY Plattsburgh have dedicated space for CLEP testing. **Molly:** Reach out to JCC to see if we can send our students there for CLEP testing.
- III. **Partnership between SUNY Canton & Brarath University in India** – SUNY Global is asking SUNY Canton to allow 10-15 non-degree students from India to take courses here for one semester. The students would be proficient in English and would also have the pre-requisites to take courses. **Molly:** Reach out to Sally at SUNY Global to see if this is legitimate, if there is a fee, etc. and talk to Erin Lassial in our International Initiatives Office to find out what she knows about this proposed partnership. **Karen:** Talk to Bruce Smith and ask him to request further information from Julia Radley, the International Admissions counselor.
- IV. **Professional Development Funds for Doctoral Work** - A faculty member inquired about the possibility of summer/winter incentive funds being used to hire an adjunct to teach one of her classes. The rationale is the faculty member would have a course release while she works on her doctorate degree. This can be done, however it will depend on how far the faculty member is in her program (has she defended her proposal) and she will need to be close to the end of her degree. No teaching overloads or extra service would be granted (i.e. 3 spring, zero in summer and zero in fall). **JD:** Find out where the faculty member is in her program.
- V. **Timing of Promotion & Reappointment Processes** – Discussion as to why promotion timelines are different from reappointment/continuing timelines. This is not only a Board of Trustees policy, but the staggering of the timelines also helps the Deans and the Provost who are required to review all of the portfolios. **Renee:** Ask

Human Resources if they receive notification from the Chancellor on faculty promotions so promotions may be announced campus-wide.

Deans' Cabinet Action Items – February 4, 2014

I. Follow up on last week's action items -

- a. **State Authorization:** Molly verified that each college must seek their own state authorization. Sarah Todd in IR will be pulling addresses. **Deans:** Ask Curriculum Coordinators to determine if there are any students doing out of state internships.
- b. **CLEP** – Students can register on-line and search for testing centers: JCC and Plattsburgh.
- c. **Partnership between SUNY Canton and Barath University in India** – The main concern is the F-1 status for non-degree students; this is not possible at this time.
- d. **Tenure Notification** – Human Resources prepares a letter to the faculty member for the President to sign recommending continuing appointment and this letter is copied to the Provost and Dean. When the Chancellor sends the letter to the employee, no one else on campus is copied. The employee signs the letter and is directed to return it to the President's Office. The President's Office makes a copy for their file on the employee and then sends us the original for the employee's personnel file.

II. Feedback on Compensation (work for hire model for

on-line courses) – Discussion regarding the concerns faculty have regarding what the work-for-hire model would do to hiring practices and intellectual rights (especially in the light of Open SUNY). **Molly:** Put together a question and answer sheet to share with the faculty teaching online courses.

III. G2S and Be Proud – Be Proud no longer exists and we are no longer doing any block scheduling. Molly provided some data that proves that the G2S program has been successful for helping remedial level students move forward into college level coursework. Discussed the scheduling of math and English courses for the Gateway to Success (G2S) students. Questions arose whether seven week sections of math and English courses or full fifteen week sections should be scheduled. **Molly:** Ask Sarah to check numbers from previous years before Be Proud. **Renee:** Invite Sharon Tavernier and Memorie Shampine to the February 18, 2014 Deans Cabinet to discuss G2S scheduling.

IV. Language Leveling – Proposal to have Admissions add foreign language leveling to Banner based on years of high school foreign language, if a student received an 85% or better on the Regents exam, and identification of native speakers. Perhaps this could be worked into summer advising or orientation as well. **JD:** Reach out to Admissions and Sharon Tavernier in Academic Advising to see if this can be done.

- V. **Off-Term Incentive Accounts** – Notified the Deans of their winter term incentive amounts. **Renee:** Contact Shawn Miller to disburse the funds into the appropriate accounts.

Deans' Cabinet Action Items – February 18, 2014

I. Perkins Grant – Joanne Fassinger

- a. Review of Grant – hopefully based on allocations for certificates and 2-year programs.
- b. Last year \$180,000 was allocated based on certificate numbers
- c. There is talk that allocation may become competitive, but think it is going to be on allocation.
- d. Perkins Grants are federal monies that flow through the state of New York
- e. Part of this year will be the development of a 5-year local plan for certificate and 2-year programs.
- f. Previous years we have used grants for tutoring, drop-in advising center, engineering lab – all stated with Perkins grants
- g. Grants have also been used for upgrading labs, nursing mannequins, new equipment, etc.
- h. **Let Joanne know what things we want that can be done through Perkins monies – must gear toward certificate and 2-year programs, like mentoring programs, supplemental learning/teaching, employment, potentially a consultant, etc.**
- i. Proposals should be created and submitted to an advisory board. The board will make recommendations to Joanne.
- j. **Deans - Send Joanne names of nominees to sit on an advisory board**
- k. Perkins wants us to make sure we are recruiting and retaining non-traditional students (based on *Federal standards* into our programs, i.e. males into Nursing, females into Vet. Sci., etc.
- l. Large campus initiatives
- m. We need to complete certificates as much as possible when the coursework is complete. I.e. A student in a 4-year program complete the coursework for a certificate and an A.A.S., make sure that the certificate and A.A.S. paperwork is done so the student is certified as completing those programs.
- n. Could we put together an advising packet to include this information?
- o. Degree works – could we create a way for students to apply for degrees in programs they are not in – i.e. apply for an Associates degree when they are in a 4-year program but have completed the coursework for a 2-year.
- p. We should tie the 5-year Perkins plan with our Strategic Plan.
- q. **Set up meeting with Joanne, Karen, the Deans, and Dr. Hoffman to work out the 5-year framework**
- r. **Joanne will put together a template with the allowable types of proposals are.**

II. Academic Standing and Athletics

- a. During grade review, we are looking at GPA's and doing okay, but earned hours are a problem. Students are being put through as in good standing when they really aren't.
- b. For NCAA there needs to be a systematic way of keeping track. There needs to be a record of a Dean acknowledging the student is under the earned hours but due to

computed credits the student remains in good standing. The advisors need to be conscious of this too.

- c. Memorie runs the report of students not in good standing and sends it to the Deans for review and final decision – GPA vs. earned credits.
- d. Winter and summer terms will not be considered in academic standing. Academic standing will be copied from the end of fall term into spring term.
- e. Student in academic jeopardy are tracked by Molly – they are not eligible to play sports.
- f. Coaches are incorrectly advising students on eligibility.
- g. **Schedule meeting with Deans and faculty Athletic liaisons to discuss the issue.**
- h. Academic standing affects financial aid eligibility.
- i. There is potential for FYEP class for first year students in academic jeopardy
- j. **Erin - Create a form for change in academic status for participation in athletics.**

III. G2S

- a. Sample of G2S schedule
- b. If we are adding Be Proud students, mentors are needed – what are the requirements for a mentor?
- c. Need to create a set schedule
- d. Discussion of Math and English needs
- e. There will be three sections of Math 097 and three sections of Math 101.
- f. Add another section of 097/101 – it will be easier to divide the courses up if need be.
- g. We are going to do away with Be Proud – all 753's will be G2S now
- h. Cap Be Proud at 3 to qualify must need both 097 and 100. Other group is 45 and must need both as well – 7 seat in 097, 101, and 106. If we don't meet 7 it will go on a case-by-case basis. Deans will be updated on a weekly basis.
- i. There will be three sections of Math 10 for G2S and three 100's for G2S in the fall, three sections of 100 and one 106 in the spring.
- j. English classes will be cut back to 4 hours, instead of 5 hours and 15 minutes to assist with room scheduling. The courses have more than enough time to meet the credit hours.
- k. **Run some data on CITA110 - Ask Sarah. Compare grade distributions with other 100 courses. – Mike Newtown**

IV. Yearly Course Demands

- a. Kyle is looking at getting a new scheduling program
- b. Potentially look at the whole year, including winter and summer terms
- c. Programs that begin in the spring require student work over the summer and winter terms
- d. Planning courses over whole year make it easier to budget
- e. Yearly course demands would be for planning purposes only, not for publication
- f. We should have online engineering courses during the summer!

V. Credentials Validation

- a. Credentialing is for tenure track faculty only, not for lecturers.

VI. Next meeting:

- a. Draft of Intellectual Property Rights (Draft of Q & A) – Molly Mott
- b. International Possibilities – Molly Mott
- c. Matrices

Deans' Cabinet Action Items – February 25, 2014

- I. **Summer Advising and Orientation** – Molly and Sharon discussed summer advising and orientation:
 - a. **Summer Advising:** Summer advising will take place again this year. Three temporary positions (one from each school) will be filled by SUNY Canton faculty members. We will advertise on campus and run a search. **Deans:** Notify faculty that we are doing summer advising again; if they are interested they will need to go through the application process.
 - b. **Orientation** – A faculty member from each program is encouraged to participate in orientation to talk with freshman, assist them with scheduling problems, etc. Connecting with the students will hopefully prevent us from losing them during the summer. The first day of obligation for faculty is August 20, 2014 which is the Wednesday before classes start. Faculty Assembly is also that day. **Deans:** Encourage faculty to participate in summer orientations and remind them of the first day of obligation change. **Molly:** Will let us know which date is better for orientation, July 10th or 11th. **Sarah:** Send a letter to SUNY notifying them of our 2014-15 Academic Calendar.
- II. **International Possibilities** – Although we declined Barath University's (India) request to send some of their students here, they asked if this is open for discussion. It was decided that we would put this back to SUNY Global. **Molly:** Will have our International Office reach out to SUNY Global.
- III. **Draft of Intellectual Property Rights (Draft of Q&A)** – It was decided that a review process will be put in place for courses we wish to purchase (\$3000 beginning in the Fall 2014 semester). They will be discussed every month or so at Deans' Cabinet. Deans will send Renee any requests and she will add them to the following week's agenda. **Molly:** Forward final copy of the edits discussed during the meeting.
- IV. **Promotion & Tenure Matrix** – Due to issues with the wording on some matrices, two notations will be added on every matrix.
 - a. An asterisk will be placed next to "Mastery of Subject Matter" with a notation stating: All earned degrees must be from a regionally accredited institution. International degrees will be evaluated on a case by case basis.
 - b. Two asterisks will be placed next to the "Acceptable" with a notation stating: All individual letters of initial appointment shall govern and supercede the acceptable credentials where the initial letter of appointment and the acceptable credential under Mastery of Subject Matter are in conflict.

The Personnel Handbook will need to be re-written to reflect these new matrices as well. **Renee:** Revise all matrices reflecting these notations and forward them to the Deans.

- V. **Distance Learning – Potential course offerings review (chart from Erin)** – Erin shared a chart of possible courses to be taught to Distance Learning BOCES students. **Deans:** Review the chart and let Erin know if any of the courses she listed as possibilities are feasible to teach the Distance Learning BOCES students.
- VI. **Cook Hall new classroom furniture** – Ken asked for input on the new furniture in Cook Hall. It was decided that the triangle desks would work better than the tables.
- VII. **Revising Faculty Information Form** – JD asked if a space could be added to the Faculty Information Form where the faculty can make suggestions for the college and have an opportunity to give some input. Also, he is asking that we require faculty to give an updated electronic Curriculum Vitae in a word document along with this form. He is finding that the CV's on file are old and not updated enough. Both requests were approved. **Erin:** Will add a box for faculty suggestions on the form along with a notation at the top for faculty to submit a current CV.
- VIII. **Concerns about the Change of Major Form** – Mike's office staff is finding the new Change of Major form to be cramped and the words too small. However, all the information is useful and important. **Mike:** Ask Brenda specifically what changes she would like to see made to the form.
- IX. **Academic Status Change Form – Deadline?** – Discussion about whether or not to have a deadline to turn in the Academic Status Change Form to the Dean's Office. It was decided that since the form will likely be used mostly for sports, a deadline date would not be needed on the form. Students may not use the form to get off Academic Probation. Once the form is filled out and signed by the student and the Dean, it will be faxed to the Registrar's Office for them to make the change and filed in the student folder. **Erin:** Revise the form and remove the "no later than" line and move the student signature line above "Approval".
- X. **Retention/Graduation (Chart from Sarah)** – Sarah shared data reflecting retention/graduation rates for first-time, full-time students as well as continuing and returning students. **Deans:** Send Sarah dates of upcoming school meetings for her to attend and remind the faculty about the scorecards. Sarah will walk the faculty through the scorecard process and show them their program numbers.

Deans' Cabinet Action Items – March 4, 2014

- I. **Discussion of Concern Forwarded by Early Childhood** – Issue was discussed and we will now be more aware of similar issues moving forward.
- II. **Q & A Intellectual Rights (Clarity)** – Question as to how faculty stipends will be paid. Deans will need to include a special category in their budget submission for the next fiscal year requesting funding for this going forward. Although it was decided that the intellectual property rights process is not a labor issue, the union should be informed as to how to answer faculty questions when presented with them. **Molly:** Draft a document for the union and ask Dr. Hoffman to review it. **Molly:** Present final Q & A clarity to the faculty.
- III. **Academic Status Change Request Form** – One change under Reason for Request/Comments. **Erin:** Make changes and distribute to Deans Office staff and Registrar.
- IV. **SUNY Works-** Charles Fenner offered to be our liaison for SUNY Works. Because he has knowledge in regards to SUNY Works, it was agreed that he will do so. **JD:** Let Charles know he may serve in this capacity.
- V. **Chair/Director Appointment & Compensation** – It was decided that each Director or Department Chair should also serve as a Curriculum Coordinator for at least one program in their area; however they will not receive a 2 course load reduction; Department Chairs should not get any overloads. The percentage of their reduction time should be spent doing Department Chair responsibilities. Other items that will need to be addressed are faculty accountability and more local supervision, goals and objectives for Department Chairs and Curriculum Coordinators, and department structure. **Renee:** Distribute copies of Directors, Department Chairs, and Curriculum Coordinators duties and responsibilities from the Policies and Procedures Manual to the Deans. **Deans:** Review and make necessary revisions to the PPM regarding this discussion and bring to next week's Deans' Cabinet.
- VI. **Spring Break Office Hours** – Office hours will remain 8:00 – 4:30 during the week of spring break.
- VII. **Announcements from Molly** – **SLN:** As part of Open SUNY, the SUNY Learning Network is now offering hybrid courses online. A hybrid course is defined as a course that is taught at least 50% online. For marketing purposes, we can list our hybrid courses on the SLN if we wish. **Certification:** Our Learning Commons (Tutoring Center) is getting certified (accreditation). Only two others SUNY Colleges have their Learning Commons certified: SUNY Albany and SUNY Plattsburgh.

Deans' Cabinet Action Items – March 11, 2014

- I. **Clarify Transfer Grade Replacement** – Issue was discussed and the policy to transfer in only “C” or better as credit and no quality points will remain the same. A student must earn a “C” or better in a course to transfer the credits into SUNY Canton. If a student is transferring in an entire degree, transfer credits will be allowed for grades in the D range. For any course transferred into SUNY Canton, the student may only transfer in the credits, not the grade. This includes repeat courses. If a student repeats a course at SUNY Canton and earns a higher grade, the higher grade will replace the lower grade.
Karen: Make Memorie and Tiffany aware of this.
- II. **PPM Revisions: Director/Chair/Curriculum Coordinators** – Reviewed and revised the Policies and Procedures Manual regarding Director/Department Chair/Curriculum Coordinator responsibilities and compensation. **Renee:** Make revisions and send to the Deans for review.
- III. **Funding needed for new software in CSOET** – A new software update is required in the MAT Lab which will cost \$250. Since SCAP funding has been exhausted, Mike was inquiring as to how this and other software needs can be funded going forward. Suggestions were to have faculty advocate their needs to the Instructional Technology Committee, approach Theresa Corbine about attending a school meeting so faculty can discuss their software needs with her, and plan ahead when submitting budget requests.
- IV. **Distance Learning Courses-** Since time was limited, Erin will email Deans' Cabinet members information regarding DL courses.
- V. **Academic Jeopardy Students** – Discussion regarding best practices to assist our Academic Jeopardy student population for success. The academic advisors are the key intervention point for students. Molly suggested having her office possibly email the advisors of these students along with a blurb of what they should be talking to these students about when meeting with them, such as graduation requirements. It was agreed that the fall semester would be the more appropriate time to have this discussion with these students. Other possibilities for academic jeopardy student success could be mandatory tutoring and Smart Step. **Molly:** Ask Sarah for data regarding academic jeopardy patterns.
- VI. **Matrices from faculty...what next?** – Deadline for faculty to submit final matrices to the Deans will be March 31st. We will schedule a meeting the week after to go through them one final time. **Deans:** Inform faculty of the March 31st deadline.

VII. Other Announcements:

- a. Admissions would like to start admitting some students who have less than a 75% high school GPA. Mike would like to have his faculty review Admission hold files for them to decision. We would like to be informed who these students are ahead of time so that we can track them for success and discipline. **Karen:** Will let Bruce know that we can admit some of these students and that Mike's faculty will be looking to review the hold files for potential CSOET students.
- b. The Admissions Office will now be under Molly Mott's supervision
- c. As of June 1, 2014, Athletics will report to Courtney Bish

Deans' Cabinet Action Items – March 21, 2014

- I. **Honors Convocation Semester Issue** - Academic Award Guidelines for Honors Convocation were discussed. Currently to be considered for the academic award for their class, students must have been at SUNY Canton for a certain number of semesters (depending on what year they are in). However, this rule is causing problems in selecting students because a large percentage are transfer students. Therefore, they have not been SUNY Canton students long enough to be eligible and the deans' offices are unable to choose a student for some awards. It was decided that sophomores, juniors, and seniors must have completed two full semesters at SUNY Canton to be eligible.
- II. **Equipment Replacement – Deans:** Submit your faculty requests on the provided spreadsheet per Renee's email and return to her by Friday, April 18, 2014.
- III. **Faculty Printing** – FYI: New printer/copiers have started to get replaced around campus. The printers come with a supply of toner as well as paper so there is no need to purchase paper if you are receiving a new multi-function unit in your area.
- IV. **Changes to Associated Colleges Cross Registration** – Effective Fall 2014, the following changes will be made to cross registration:
 - a. Students must be full-time (12 credit hours or more) at their "home" institution in order to cross register at another institution.
 - b. If a student goes over 19 credit hours (including a cross-registered course), the student will be responsible to pay the additional tuition charges.
 - c. Students are considered non-matriculated at their "host" institution, therefore they must adhere to the "host" institutions policies and procedures.
 - d. Students must obtain approval signature of the "home" institutions department or school responsible for the subject of the equivalent course on the cross-registration form. A course description should accompany the form.
 - e. Once the "host" institution sends the "home" institution the transcript, the "home" institution will award transfer credit on the student record; it will not count toward the calculation of the student's GPA.
 - f. The course instructor's signature will no longer be needed on the cross-registration form, however the academic advisor/chairperson signature will still be required.
 - g. The cross-registration form must still be turned into the "home" institution's Registrar's Office, who will send them to the "host" institution. However, the students will not be added to the "host" institution's course until a week before classes begin. Cross-registration in any course is provided on a space available basis

and all “host” institution students need to have had the opportunity to register for the course. In the event a course is full, the student will be notified of this via email.

- h.** Beginning Summer 2015, cross-registering will no longer be permitted.

Deans' Cabinet Action Items – March 25, 2014

- I. Admitted Student Day Feedback** – Admitted Student Day was a success; there was a 78% show rate. However, numbers are still down compared to last year. There was a long line at the Student Service Center which discouraged some students from waiting to pay their housing and tuition deposits, therefore some were lost. Molly spoke with Kerrie Cooper and talked about having two lines in the future to prevent that; one for housing deposits and one for tuition deposits. April 18th is the next Admitted Student Day and also will be the last day for students to withdraw so lines may be long that day as well. There will be an Open House on April 25th. Two financial aid counselors have to attend a conference that day so Kerrie will talk to her staff about filling in for them since that will be a busy day as well. A decision was made to have a press release and have a 4th Admitted Student Day on May 2nd. Public Relations needs to be more involved in these record number attendances. Transfer students enjoyed the day but did not feel that their needs were addressed (i.e., cost of attendance and graduation requirements based on transfer credits). Molly suggested having a different day specifically for transfer students. It would be helpful if the Deans' Offices had two weeks to review the evaluation, but in order to do so, they must deposit before an evaluation will be done. Even if the student could be put on a call back list with the promise of a return call, students would feel better that they are not leaving with nothing.
- II. Academic Award Final Guidelines** - It was decided that we will adhere to the decision that was made at last week's Deans' Cabinet; sophomores, juniors, and seniors must have completed two full semesters at SUNY Canton to be eligible for Honors Awards. **Renee:** Ask Michaela to put this in the PPM.

New Business

- I. Student Service Center/Registrar Cross-Training** – The two offices will merge along with some College Association employees to create a “one-stop shop” for students. The space in the old Intramural Gymnasium will be complete on May 1st. The Registrar plans to move in the beginning of June. The front line employees will be cross-trained so that anyone will be able to assist students.

Deans' Cabinet Action Items – April 1, 2014

- I. **Budget Considerations – Program Reviewers – Deans:** Add money to 2014-15 program budget requests to cover expenses for reviewers of any programs that will be up for program accreditation, review, or Assessment in the Major.
- II. **Strategic Enrollment Grid** - It is important that the faculty have a strong voice regarding long term enrollment planning and retention. Faculty should be defining what they want for their programs and share that with Admissions so counselors have something to refer to when admitting students. Faculty input can also improve program marketing, which in turn could attract students. Forming a committee to look at the larger issues such as enrollment and retention was suggested. **Molly:** Email electronic copy of Strategic Enrollment Planning and Transfer Student forms.
- III. **Provost Portfolio Angel Account/items required in hard copy** - Jerry Bartlett has set up a new Angel account that was specifically created ONLY for faculty to add their electronic portfolios to; it is titled provost_portfolio. This is the Angel account faculty should be adding their portfolios to (no longer Karen's personal account) going forward. Items that will still be required to be forwarded in hard copy form are:
 - a. C-2's
 - b. Personnel Action Forms
 - c. Memos from Peer Review Committee, Department Chair and Dean

New Business

- I. **Underprepared Students** – The possibility of admitting some underprepared students and ways to help them be successful was discussed. If allowed to be admitted, these students' progress would be tracked. Some suggestions were:
 - a. Give them a conditional admit
 - b. Put them in G2S if they meet the requirements
 - c. Require them to be in a retention program
 - d. Limit them to 12 credit hours
- II. **Honors Track for Liberal Arts** – JD asked if we could designate 10 seats in a section of Expository Writing and Early American History for Liberal Arts honor students. It was decided there will be 10 seats reserved for these students and if they are not filled by July 1, they will be opened to all other students. **JD:** Ask Memorie to reserve 10 seats for these students.
- III. **Matrices** – There are a few more matrices that will need to be reviewed. **Deans:** Email Renee electronic copies of remaining matrices.

IV. Student Course Comments – Procedure remains the same as last year. **Renee:**
Email the Deans' offices the procedures.

Deans' Cabinet Action Items – April 8, 2014

- I. **Budget Requests:** The Provost's incentive account has some money that can be distributed to the Deans accounts for purchases. Keeping the campus strategic goals in mind, needs were discussed and an amount was decided upon. We will keep some monies aside for the assessment software as well. **Renee:** Call Terry Waldruff and find out the best way to prepare the reassignment of funds form. **JD:** Ask Kyle Brown to investigate getting a better price for the initial cost of setting up the new Trading Room; our current quote is \$23,000 with a \$30,000/year trading platform.
- II. **Tenure Matrices (final)** – Some of the matrices were discussed today. **JD:** Draft a "super ceding the personnel handbook" footnote and send to Renee to add to the bottom of the revised matrices. **Renee:** Make revisions per our discussion and re-submit to the Deans.
- III. **April deadline for Retention Efforts?** - As discussed in our January 10th Deans' Cabinet, FYEP will be incorporated into every academic program in some form. It may be the traditional FYEP course, or the faculty can opt out but must develop an FYEP component to their curriculum. **Deans:** Send your lists to Renee by Monday, April 14th. Keep Sharon Tavernier's area in the loop of these changes and have faculty send Sharon their course outlines reflecting changes. **Molly:** Ask Sharon to send the Deans the "best practices" for FYEP.
- IV. **Access to Faculty Evaluations (dismissals)** – If a student is dismissed from a course for ethical reasons, he/she cannot have access to faculty evaluations. However if the student receives a notice of failure, the student can participate in faculty evaluations. Molly provided the following protocol:

An instructor has two "dismissal" options - Notice of Failure or Dismissal for Ethical Reasons:

- If an instructor gives a Notice of Failure (typically due to attendance issues), the student is allowed to continue to attend the class, so is not barred from access if the class is online, and is allowed to withdraw from the class. Whether the students attends or doesn't attend, he/she has already earned their grade for the class, which is an "F", unless he/she withdraws.
- If an instructor gives a Dismissal for Ethical Reasons, the student is not allowed to continue attending the class, is barred access if the class is online(*the account is disabled*), is not allowed to withdraw from the class, and will receive an "F" for the class.

Process for disabling a student's account due to Dismissal for Ethical Reasons (*Note: disabled means the student cannot see or access the online course*):

- Instructor sends an Ethical Dismissal. When the Registrar receives the Ethical Dismissal, they enter a code that disables the student's ANGEL access and assigns an "F" Grade at the end of the semester.
 - *Note: If the instructor manually 'disables' the student in the course roster, the process will be undone once IT runs the daily script (XEI) that pulls data from Banner.*
 - *It takes an entire 24 hour XEI cycle to complete before an instructor can see any changes from the Registrar's end to the student's account in ANGEL)*

- V. **Off-Term Faculty Evaluations** – Because faculty evaluations are academics, it was agreed that it makes more sense for the off-term faculty evaluations to be managed by the Provost/Deans' Offices (the same as the regular term evaluations) rather than have Molly's office manage it.
- VI. **Summer Session Textbook Adoptions** – We need to be compliant with Higher Education's regulations regarding textbook adoptions. There are still several textbook adoptions for summer term still not submitted. **Deans:** Please remind your faculty to get their summer session textbook adoptions submitted ASAP. **Molly:** Ask David Akins if the new process for textbook adoptions on the website has been completed and is up and running yet.
- VII. **UCan Web Syllabus for Summer Session** – Only 24% of faculty have posted their syllabi to UCan Web for summer term. **Molly:** Will send the summer term link to the Deans so they can easily see who has and who has not submitted their course syllabi yet. **Deans:** Please remind your faculty to get their summer session syllabi uploaded onto UCan Web ASAP.

Deans' Cabinet Action Items – April 15, 2014

- I. **Minor Form Procedures** - The question arose as to what Dean should be signing the Declare a Minor form. It was decided that the Dean where the minor is housed in will be the Dean's signature required on the form. Once signed, the form will be sent to the Dean's Office where the major is housed in along with the minor check sheet. **Renee:** Revise the Declare a Minor form and send to the Dean's Offices and to Travis to put on the website.
- II. **Suspension Letter – 6-12 credits at another college: concurrently or not? -** Students who are suspended from SUNY Canton are not required to do any of their 6-12 credit hours at another institution concurrently to be considered for readmission. The wording will remain as is on the suspension letters.
- III. **Compensation – Cheat Sheet** - This compensation guideline will be re-titled Compensation for Instruction and some slight changes will be made to it. **Renee:** Make revisions and send to the Deans for review.
- IV. **Call for nominations for second wave of Open SUNY+ Partner Programs –** SUNY sent an email calling for nominations for a second round of potential programs to be a part of the Open SUNY program. **Deans:** Look at the email, refine the programs you wish to be considered for Open SUNY making sure they align with the updated criteria, and re-submit. If there are other programs that fit the new criteria, submit those as well.
- V. **Fingerprints/background checks for students –** Some internship sites in the Applied Psychology program may be requiring students to have background checks and/or fingerprints taken and may possibly have some other requirements as well. There will be costs attached to these background checks so a program fee was suggested. However, before making any final decisions, more research needs to be done. Students need to understand upfront that these costs exist and that they may have to pay a part or all of these costs. The Applied Psychology faculty are going to put together a guidebook for students to refer to. There also needs to be a disclaimer in the college catalog regarding these possible costs. It is also possible internship sites may pay for background checks. **J.D.:** Check with Maureen Maiocco to find out how she handles this with her Early Childhood program. Reach out to members of the Applied Psychology advisory board and ask them if they can shed any light on this.
- VI. **Youth Training - RFP –** St. Lawrence County Workforce Investment Board has sent out a request for proposal (RFP) seeking a program for at risk youths who are no longer attending school. They are looking for mentorship and tutors for these youths who are struggling and beginning to have problems in the community; the hope is to get them back on track. Their anticipated available funding is around \$75,000 for the 2014-15 year. If it were cost efficient for SUNY Canton to participate, it could possibly be an academic pipeline for future students. **J.D.:** Forward the RFP email for

review and also present it to the Applied Psychology faculty to see what their thoughts are on this.

- VII. Tenure Matrices (final)** – Some of the matrices were discussed today. **Renee:** Make revisions per our discussion and re-submit to the Deans.

New Business

- VIII. Sign Language Course** – The Humanities Department has developed a sign language course and were hoping to be able to teach it as a Special Topics class for fall and eventually get it approved as a GER 9 Foreign Language. Because the course schedule is already done and out for fall, it was decided we will look into running it in the Spring 2015 semester instead.

Deans' Cabinet Action Items – April 22, 2014

- I. Matrices – Approval of New Wording-** The new wording J.D. proposed to add to tenure matrices was approved. It was decided that once the matrices are approved by Deans' Cabinet, they will be sent to the President for his decision.
- II. Master Document - What should assessment reports look like?** Deans agreed to the format that will be used.
- III. Matrices – Remaining –** The final matrices were discussed and finalized. **Renee: Complete all matrices and send them to the Deans for one final review.**

Deans' Cabinet Action Items – April 29, 2014

- I. **“7 year rule”** – The practice will remain as is. However, because of changes regarding transfer courses that were approved at a recent Deans' Cabinet, there is a line that will need to come out of the paragraph. **Renee:** Make sure the college catalog, Policies and Procedures Manual, and Student Handbook reflect this change.
- II. **Year of Graduation – Honors Convocation** – Changes to the Honors Convocation presentation of awards going forward were discussed. It was decided that the students' year of graduation will be omitted from the program and replaced with their year in the program instead. Also in the future, the entire platform party will be introduced and there will be an invocation and a benediction given.
- III. **HR Audit** – An HR audit going back to 2011-12 was completed successfully.
- IV. **Admissions Applications** – July 1st is the deadline for accepting admission applications. There will be exceptions to this deadline for transfer students and students applying to certificate programs; however, these applications will only be accepted after August 1st and with Dean's permission. “Special cases” will be considered up until the start of classes with the permission of the Dean and Provost.
- V. **Open SUNY Submissions – Questions #32 & #33 on Nomination Forms** - We will let SUNY know that our campus is willing to participate in the full Open SUNY Institutional Readiness Process on the nomination form. Someone from SUNY will come to campus and evaluate our ability to support and offer online programs. For question #32 on the nomination form, October 2014 will be used as our target date. For question #33, the following will be used: SUNY Canton has the ability to scale the program and the accompanying support services appropriately based on fluctuations in enrollment and has been doing so for the program since its inception. **Deans:** Will review and approve submissions from faculty.

New Business

- VI. **Path Pro** – J.D. updated everyone regarding the Path Pro program with China. The Chinese government is not going to stand in the way of students participating in this program; however they will not fund it. SUNY Cobleskill gives these students a certificate of completion when the student completes 1/3 of the courses. The certificates are not certified and the courses will not be transcribed. It was agreed that we would move forward with the two agreements. **JD:** Forward a copy of Cobleskill's certificates for review to help decide if we want to give out certificates as well.

Deans' Cabinet Action Items – May 6, 2014

- I. Scheduling of Sports Games** – Concerns were addressed regarding Academic Jeopardy students who are still playing sports and what are we doing to catch these students. MTS is one tool that is used but faculty liaisons and engaging coaches are critical in identifying these students who are having problems academically. Because this process is relatively new, perhaps a best practices guide could be developed. Other ideas discussed were giving faculty liaisons access to student grades, implementing a mid-term intervention for students in academic jeopardy, and creating a campus-wide listing of faculty/athletic liaisons. **Molly:** Talk to coaches and re-iterate the importance of this issue.
- II. Budgeting for Online Course Development** – Each school will be including funding in their budgets for online course development. The college pays faculty for shared rights to courses they want; \$1000 for three years and \$3000 to purchase the rights forever. Because this will funding will no longer be coming out of the Provost's budget and the Deans will be including it in their individual school budgets, Shawn needs to be made aware of why the request for the funding is there, and what it will save the college in the long run. **J.D.:** Will email me the wording that will be attached with the budgets when we submit them.
- III. Department Chair Summer Availability – Deans:** Remind department chairs that there are some minimal obligations over summer. **Renee:** Send Molly updated Director/Department Chair list when it is finalized so that she can reach out to these faculty during the summer.

New Business

Deans' Cabinet Action Items – May 12, 2014

- I. **Advisory Board Meetings** – A one day Advisory Board Convocation was discussed. The idea is to bring all of the college's Advisory Boards together on the same day, rather than have them divided into different days. The Advisory Super Board would be on the Wednesday or Thursday before Recognition Day in the CARC. The President would present a State of the Campus speech to all of the Advisory Boards. The Deans would present a State of the School speech to the members of their individual schools' boards. The Advisory Boards would then break out into individual work groups. At the end, a final report-out to summarize each boards' discussions would take place and presented to all advisory boards and the College Council. Afterwards, there would be a social with refreshments. Advantages to this are:
 - Easier for staff and food service to plan
 - The CARC will already be set up with tables in preparation for Recognition Day
 - It would encourage all Advisory Boards to have a meeting, participate, and be more engaged in the process
- II. **IRB (Institutional Review Board)** – The chair of the IRB resigned and Sarah Todd has agreed to funnel things to where they need be until the fall. This is not a governance committee, but a Provost appointed committee. Karen has emailed the committee members to see who would like to continue on the board and in the fall there will be an election for a new chair.
- III. **Status on Open SUNY Submissions** – Deadline for Open SUNY submissions is Friday, May 16th.
- IV. **Update on Scorecard Submissions & Annual Reports** – Annual Reports are due to the Provost's Office at the June 2nd and due to the President's Office July 1st.
- V. **Athletic Competitions during Finals** – Developing a policy that would lay out rules for student athletes who have sport competitions during finals week was discussed. Sporting events are excused absences, however some faculty have a difficult time trying to accommodate students who are unable to take their final exams due to sport competitions. **Molly:** Reach out to Liz Erickson as the FAR representative and ask if there is a policy in place; if so, should amendments be made to the current policy.
- VI. **Submitting Form 3A Form to SUNY** – Form 3A, formerly Appendix E, should be submitted to Renee for any program changes. She will prepare them and send them to SUNY for approval.
- VII. **Update on Faculty Information Form on Provost Website** – The Provost's website currently has the old Faculty Information Form on it. **Renee:** Email Travis Smith the updated form and ask him to replace the old one on the Provost's page.
- VIII. **Off-Term Questions** – To ensure that faculty are paid correctly for the summer term, Deans Offices will prepare C-2's for any non-typical three credit hour courses. If there is going to be more than one section of the same course, ask Memorie to "hide" one until the first one fills up then open it. **Karen:** Email Memorie to ask her to reach out to the Deans when courses get full to open additional sections. **Renee:** Email David Rourke the list of non-typical courses for this summer and let him know that he will be receiving C-2's for them going forward.
- IX. **Unfinished Business?** – **Deans:** Review the matrices you received from Renee one final time to make sure they are the way you want them and let Renee know. Once approved by Dr. Hoffman,

faculty will begin utilizing the matrices in the fall. **Renee:** Send the final versions to Dr. Hoffman for his approval. **Renee:** Check with Michaela to see if the Policies and Procedures Manual master document has been updated and if Dr. Hoffman has approved the final version.

New Business

- X. Commencement** – Re-look at the “faculty tunnel” at the end of commencement where faculty line up in two rows facing each other and applaud the graduates as they proceed towards the ice rink. Parents were waiting for their graduates in the lobby and it caused a bottleneck at the door. Betty sent an email yesterday asking for feedback and suggestions for next year’s graduation. Please respond to her email with these concerns.
- XI. Academic Jeopardy Forms** – Molly gave the Deans green academic jeopardy notices and requested that the faculty put them in the files of any student in academic jeopardy to help faculty remember to keep track of those students.
- XII. Adjunct Chancellor’s Awards** – Dr. Hoffman recommended that we nominate two adjunct faculty for the Adjunct Chancellor’s Award for next year.

Deans' Cabinet Action Items – June 3, 2014

- I. Double Sided Printing Default** – Concerns over paper being wasted due to single sided printing were discussed. Can campus MFU's (multi-function units) be defaulted to print double sided?
Renee: Invite Kyle Brown to next Deans' Cabinet meeting to discuss this as well as the timeline for account card swiping on the MFU's.
- II. Review of Promotion and Tenure Matrices** – Dr. Hoffman reviewed the matrices. **Renee:** Work with Dr. Hoffman to complete the final matrices.
- III. Department Chairs/Curriculum Coordinator - Renee:** Review the department chairs and ensure they are also serving as curriculum coordinator if possible in their areas.
- IV. CAO Meeting Report** – Karen shared some of the highlights of her recent Chief Academic Officer Meeting with the Deans.

New Business

Deans' Cabinet Action Items – June 10, 2014

- I. **Campus Multi-Function Units** – Kyle Brown explained that a software application called Papercut will be implemented soon which will track campus-wide printing. There will be print quotas for open printers on campus that students and faculty utilize. Quotas can be placed on faculty who are abusing printing privileges. The software will compile numbers and those who send large print jobs will be encouraged to send their printing to Central Printing. Copying will be tracked via codes as in the past and monitored monthly by the Business Office. The code system will be put back in place before the start of the fall semester. Double-sided defaults can be placed on all campus MFU's. Kyle will speak at the first Faculty Assembly and discuss printers so everyone is informed. **Renee:** Forward the print volume data to the Deans when Kyle emails me those statistics.
- II. **Faculty Rebuttal Process for Faculty Evaluations** – Some faculty have asked if a process can be put into place where faculty are able to rebut/respond to false student evaluations. Some possibilities were discussed; faculty can send a response electronically to the Dean or Department Chair and it can be added into the shared Student Course Comment folder or if the person is a tenure track faculty member, a rebuttal can be put on their Faculty Information Form. Karen suggested updating the Faculty Information Form to include a section where the faculty can reflect upon the past year's evaluations and respond. College-wide and school-wide benchmarks need to be put into place so that faculty can see how they are comparing to other teaching faculty. **J.D.:** Will speak with Kevin Elliott to see if something like this can be implemented and if benchmarks can be divided up by course level. He will also ask Kevin about if the output can be changed to display evaluation results in pie chart form opposed to/in addition to percentages. **J.D.:** Ask Kevin if results of evaluations can be based on the number of students who actually do complete the surveys. **Renee:** Email the Deans an electronic copy of the Faculty Information Form for discussion at next week's Deans' Cabinet for possible revisions.
- III. **Late Fee for Potential Nursing Students:** Active students who are waiting to hear on their admission into the Nursing program are not pre-registering and being charged the \$50 late fee. It was decided that going forward, the Dean's Office for School of Science, Health & Criminal Justice will make the decision about waiving the fee for students trying to get into Selective Programs. **Renee:** Notify the support staff in School of Science, Health & Criminal Justice, the Registrar's Office, the Admissions Office and the Student Service Center of this change.
- IV. **Approval of Rank Matrices** – A final review of the rank matrices was done. **Renee:** Ask Travis to post the final matrices along with Dr. Hoffman's memo to the Provost website under Faculty Resources.
- V. **Cross-Registration** – Karen reviewed the changes to cross-registration amongst the Associated Colleges which will be implemented effective Fall 2014.
- VI. **Look at Personnel Handbook** – Changes will need to be made to the Credit Validation Form and the Personnel Handbook as a result of the tenure matrices. **Renee:** Forward copy of the Credit Validation Form to the Deans to review for next week's meeting.

Deans' Cabinet Action Items – June 17, 2014

- I. **Faculty Information Form Revisions**– Some minor revisions to the Faculty Information Form were discussed to assist faculty with rebuttals and responses to Student Course Comments. **Renee:** Make revisions to the Faculty Information Form per our discussion and send to the Deans for review.
- II. **Revisions to the Personnel Handbook and Credit Validation Form** –Personnel Handbook changes need to be made due to the rank matrices; these items were discussed. **Renee:** Make revisions to the Personnel Handbook per our discussion and send to the Deans for review. **Molly:** Make revisions to the Library Personnel piece and bring to next week's Deans' Cabinet for review.
- III. **688 Curriculum Coordinators/Advising** – Alice Reed will serve as curriculum coordinator for the 688 Individual Studies curriculum. Advising for Individual Studies will still take place out of the individual dean's offices.
- IV. **Sabbatical Reports** – This topic will be tabled until next week when Dr. Hoffman returns.
- V. **Career Jam Invite** – Watertown Fairgrounds will be holding the Career Jam on Wednesday, September 17th and are looking for faculty volunteers to give hands on demonstrations in their programs. **Deans:** Ask faculty if they are willing to volunteer if they do not have classes scheduled that day.
- VI. **Transfer Students** – Transfer/home schooled students who have completed 30 or more college credit hours from a regionally accredited institution will no longer need to submit their high school transcripts to Admissions.
- VII. **Program Advisory Committee Members who are Alumni** – The Alumni Office would like access to our Advisory Board listing to use as a guide to reach out to members who may be alumni and possible donors. It was agreed that since it is public information, it will be fine to share the listing with them. **Renee:** Email the Advisory Board listing to the Alumni Office.

New Business

- VIII. **Rome Campus Curriculum Coordinator** – A curriculum coordinator located at the Rome campus will receive the same course load reduction compensation as any curriculum coordinator at SUNY Canton.
- IX. **Point of Contact for Open SUNY** – Open SUNY is asking for a contact person on campus to send students to who have questions about Open SUNY. The Student Success Center was suggested.

Deans' Cabinet Action Items – June 24, 2014

- I. **Sabbatical Reports** – Faculty sabbaticals have not been consistent. Faculty must be made aware of the expectations of the sabbatical upfront and the deliverables required at the end of the sabbatical. A report of professional activities and accomplishments while on sabbatical leave must be submitted.
- II. **SUNY North Country Consortium**—SUNY tuition exceeds the Department of Defense tuition assistance limit of \$250; SUNY tuition is \$257 per semester hour. Other college institutions have met this tuition cap and service members will be advised by their Department of Defense education counselors to select those institutions instead of SUNY institutions. SUNY needs to remain competitive; especially since Fort Drum is the largest military installation in the northeastern United States. State funded institutions will be disqualified to operate on Fort Drum if the tuition exceeds the \$250/credit hour tuition cap. **Molly:** Work with Lenore to prepare a letter informing SUNY that this is not a good idea; not only will it hurt our service members, but it will inhibit us from attracting military students in the future.
- III. **Master Articulation Agreement** – In an effort to cut down on the amount of printing and signing between colleges for articulation agreements, the community colleges have requested that we switch to a master agreement. The President and the Provost would sign one “master agreement” and the Dean, Department Chair/Curriculum Coordinator/Program Coordinator would sign the individual course equivalent charts. Then the course equivalency charts would be added to the master agreement on file and updated only when there are program changes at either of the institutions. The Deans reviewed the language to be used for the master document and it was agreed that we would utilize this procedure going forward. **Renee:** Check on status of the Health & Fitness Promotion program changes that were submitted to SUNY earlier in the month. **Erin:** Begin notifying appropriate offices of this new process. **Erin:** Check with Molly about Canadian government rules and regulations for Articulation Agreements.

New Business

- IV. **Student Course Comment Benchmarks** – The data Kevin Elliott and Sarah Todd sent is not reflecting what the Deans are looking for. The hope was to add the benchmarks to the evaluations that each faculty member receives each semester and fix the issue of basing the totals on the total in the class rather than the total number who respond. **Renee:** Invite Kevin and Sarah to a future Deans' Cabinet to discuss what data is required.

Deans' Cabinet Action Items – July 1, 2014

- I. **Off Term C-2 Issues (David Rourke)** – Concerns were raised regarding faculty receiving incorrect contract letters or not receiving their letters at all due to last minute schedule changes for off term semesters. The procedure will be changed to ensure that faculty teaching during off-term semesters are being paid accurately and timely. For summer session, any changes to faculty schedules after May 1st will be done by the appropriate Dean's Office on a C-2; December 1st will be the deadline for winter term. Also, the Human Resource Office will be adding a disclaimer to the bottom of the faculty contract letters stating that if their contract letter is inaccurate, to please contact their Dean's Office. **Renee:** Email David the Personnel Handbook changes that were drafted to align with the tenure rank matrices.
- II. **Credit Validation Guidelines (Karen Spellacy)** – Going forward, any new faculty seeking prior credit must provide justification to their Dean. The Dean will then bring the faculty member's request and justification to Deans' Cabinet for discussion and review. It was also decided that faculty will request promotion to Associate Professor when they are up for continuing appointment.
- III. **Share Data (Molly Mott)** –
 - a. **Melt Analysis Data** - The first time freshman melt analysis data from 2008-2013 was discussed. The data showed that the larger melt occurred when deposits were waived. Lowering the enrollment deposit from \$100 to \$50 would allow SUNY Canton to be more competitive with other institutions and would be more affordable for our lower income students. **Molly:** Will ask Sarah to pull data from 2000 – 2013 to be re-looked at and discussed again at a future meeting.
 - b. **Student Success in Online & Face-to-Face Courses** – Data was reviewed from Fall 2004 through Spring 2014; the results were very good.
 - c. **FYEP Data Gathering** – A survey was sent out to the faculty for feedback on the First Year Experience course. There were 66 responses. **Molly:** Email data to the Advising Center and Deans' Cabinet.
- IV. **Library Personnel Handbook Revisions (Molly Mott)** – We will review these when we re-visit our tenure rank matrices.
- V. **Encouraging Students to take Face-to-Face courses (J.D. DeLong)** – Concerns were raised regarding residential students taking up spots in online courses when there are several seats open in the face to face courses; thus taking the seats away from fully online students. One solution suggested is incorporating podcasts into face to face courses so that if a student is unable to make it to class, they can switch to the online podcast and still “attend” their class (on a limited basis). Molly said Blackboard Collaborate will allow for this to happen.
J.D.: Will work with Sarah to find out:
 - a. what percentage of students who live on campus are taking online courses.
 - b. after full fall enrollment, pick some online courses that have this issue and bring data back to a future Deans' Cabinet meeting for further discussion.
- VI. **Degree Works & Admitted Freshman (Mike Newtown)** – Degree Works is great for existing students, however it would be helpful to be able to access new admitted freshman as well. IT has not given Memorie the ability to roll admitted students once they have paid their deposits. There should not be only one person on campus who is able to do this. **Renee:** Invite Kevin Elliott to a future Deans' Cabinet meeting to discuss this.

New Business

- VII. Future discussion topics (Dr. Szafran)** – Dr. Szafran would like to discuss the following topics:
- a.** Identify targets of opportunity in terms of curriculum
 - b.** Bachelor of Technology programs to Bachelor of Science
 - c.** Master's degree programs
 - d.** Program names as far as marketing
 - e.** DegreeWorks and permanent schedule so students can register ahead and make their two year plan towards graduation.
- Renee:** Plan a Deans' Cabinet retreat after mid-July.

Deans' Cabinet Action Items – July 8, 2014

- I. **Late Registration Fee: Summer/Winter (Karen Spellacy)** –Students who did not pre-register by the deadline and who did not plan to return the following semester are still charged a \$50 late registration fee (unless these students notify us that they are not returning, we do not know). If the student decides to take an off term course, the hold is keeping them from registering for it. These students do not feel that they should have to pay the fee since they are not planning to return the following semester. In an effort to make things simpler, the Student Service Center suggested making the students pay the fee, whereas the hold will come off and they can register. If they later decide not to return for the following semester for whatever reason they can appeal the fee to the Provost. The rationale is that regardless of why they take a course in the off term, they still failed to register for the following semester. Because the number of students in this case is minimal, we will continue to proceed the way we have been. **Karen:** Notify Kerrie Cooper that we are going to continue addressing this situation as we have been.
- II. **Summer C-2's (J.D. DeLong)** – A discussion ensued regarding Deans' offices submitting a spreadsheet to Human Resources for off-term schedule changes after the deadline date rather than C-2's. It was decided that submitting the C-2's is the preferred procedure so they will continue to be submitted instead of spreadsheets.
- III. **Admitting new students after 7/1 deadline (J.D. DeLong)** – Admissions will screen potential students to ensure they meet Admissions requirements. Those students that meet entrance requirements will be reviewed by the appropriate Dean. Paper files are no longer available; Deans will review them using BDMS. Admissions will notify the Dean when there is a student to review.

New Business

- VII. **Future discussion topics (Dr. Szafran)** –
 - a. Offer incentives to students to pre-register before the deadline such as having their name put into a drawing to win a raffle
 - b. Reach out to students who have dis-enrolled in the past 5 years to try to get them to return
 - c. Offer some fun courses during the summer to entice students and generate additional summer revenue
 - d. Summer bridge programs for new incoming freshman

Deans' Cabinet Action Items – July 15, 2014

- I. Student Course Comments (Kevin Elliott & Sarah Todd)** –Students who did not pre-register by the deadline and who did not plan to return the following semester are still charged a \$50 late registration fee (unless these students notify us that they are not returning, we do not know). If the student decides to take an off term course, the hold is keeping them from registering for it. These students do not feel that they should have to pay the fee since they are not planning to return the following semester. In an effort to make things simpler, the Student Service Center suggested making the students pay the fee, whereas the hold will come off and they can register. If they later decide not to return for the following semester for whatever reason they can appeal the fee to the Provost. The rationale is that regardless of why they take a course in the off term, they still failed to register for the following semester. Because the number of students in this case is minimal, we will continue to proceed the way we have been. **Karen:** Notify Kerrie Cooper that we are going to continue addressing this situation as we have been.
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 - d.** Summer bridge programs for new incoming freshman

Deans' Cabinet Action Items – July 22, 2014

- I. **Open SUNY (Molly)** – Our programs are not in until we commit to everything Open SUNY is requiring from us, such as accessibility compliance (minimize barriers, universal design, font, images, alternatives, assistive technologies). **Molly:** Draft email to be sent to Program Directors regarding Open SUNY Wave 2 updates. **Molly:** Ask the Online Advisory Committee to re-look at the rubric to make sure it is meeting all academic standards; make all necessary changes at once and make sure they fit in with the Open SUNY requirements. **Molly:** Inform Open SUNY that Dr. Szafran will respond on behalf of SUNY Canton with a letter of intent indicating that we plan to continue discussions. The letter is due on August 1st. **Karen:** Ask Michaela to copy the Deans on the letter of intent that Dr. Szafran sends to Open SUNY.
- II. **Earned vs. Unearned F's (J.D.)** – Federal regulation states that if a student enrolls in college, receives financial aid and does not attend courses, the student will have to pay back their financial aid. Clarkson University is implementing a procedure in the fall hoping that they will be able to catch these students. At the end of the semester when faculty enter their “F” grades, they will check a box that says either “earned” or “unearned.” Earned means the student did participate but simply did poorly in the course; unearned means the student did not participate in the class. **J.D.:** Check with Kerrie Cooper to find out exactly what the regulations state before we move forward with a plan.
- III. **Canadian Partnerships (J.D.)** - Canadian diploma granting institutions in Ontario have been initiating conversations with SUNY Canton in hopes of creating articulation agreements with several of our programs. The students would enter a degree program at SUNY Canton after receiving their diploma from a Canadian college. Once we have approval from the Canadian government, Erin will prepare master articulation agreements for each of the programs. Once these are complete, the Deans will parcel them out to the curriculum coordinators.
- IV. **FOB Office Space (Mike & J.D.)** – Faculty Office Building space was discussed. **Renee:** Ask Michaela to add this to Executive Cabinet.
- V. **coursehero.com (J.D.)** – Students are able to post course materials to this website and there are SUNY Canton course materials on it. This is basically a “go to” site for students to use for cheating. There are also other sites like this on the web. **Karen:** Email faculty to make them aware of these types of websites and encourage them to change their course materials regularly.
- VI. **Engaged/Not Engaged/Never Saw Process (Karen)** – This process would assist in the effort to catch freshman students in 100 and 200 level courses who do not appear to be engaged in their courses; it would also flag those students who are not attending. Once these students are identified, the advisor or dean would have a conversation with the student first to see if there is a problem. If there is, some mandatory tutoring hours or FYE may be required. A trial run was suggested for fall. **Renee:** Add this to Deans' Cabinet agenda for next week to discuss with Memorie and Dr. Szafran. **Molly:** Have a discussion at the next Banner Advisory Committee meeting in early August and ask what is involved to put this in place.

New Business

- VII. Admissions Application Deadline (Molly)** – August 1st is our drop dead date for accepting new freshman applications but we will continue to accept transfer students and re-admits.
- VIII. Associated Colleges Recruitment (J.D.)** – A pilot program where SUNY Canton works in conjunction with the Associated Colleges to recruit searches together was discussed. **Deans:** Prepare a listing of anticipated faculty needs for hiring faculty; for replacements, include cost savings. **Renee:** Add to Dean's Retreat agenda.
- IX. Online Instructional Technology (Mike)** – A discussion regarding an ambassador program where Christina Smith could facilitate some faculty who could then assist other faculty with online instruction. The faculty chosen to do this would get credit for University Service and would be those who are unable to get into Faculty Governance. **Molly:** Send formalized list to Karen.

Deans' Cabinet Action Items – July 29, 2014

- I. **Rolling Summer Grades (Karen)** – In an effort to make our summer session more student friendly, grades will be rolled and the GPA will be calculated after each session, rather than at the very end of summer term as in the past. Repeat calculation for academic standing and financial aid eligibility will be done at the end of summer session. Transcripts will be run after each session unless the student is enrolled in more than one summer session; however exceptions can be made. Faculty will need to enter their grades at the end of every session rather than at the end of summer as in the past. **Memorie:** Notify Information Services of this change.
- II. **Transfer Credit (Karen)** – SUNY Canton students who do poorly and lose financial aid are advised to take at least 6 credits at another institution and transfer the credit back in order to be considered for aid eligibility again. However, the transfer counselor was instructed to enter credits into Banner as of the term the student was initially enrolled at SUNY Canton, which is misleading and confusing. There is no way to tell if the student's transfer credits were transferred in after they began SUNY Canton. It was decided that Tiffany will be instructed to bring in the transfer credit the semester the course is taken at the other college, effective September 1, 2014. **Molly:** Notify Tiffany of this change.
- III. **DegreeWorks Update (Karen)** – All check sheets, GER's, and minors are updated in DegreeWorks. The system is available in UCan Web. Sharon would like to hold faculty training sessions in mid-September and arrange to attend a school meeting in each school. Faculty will be encouraged to schedule individual meetings with Sharon for individual attention if need be. She would also like to have a training for the Deans and Deans' assistants mid-September or mid-October. The plan is to roll DegreeWorks out to students at pre-registration time, although some students are already using it. Sharon suggested incorporating it into FYEP courses and Memorie talked about some YouTube videos that show students how to use DegreeWorks. It was also suggested that this could be a good project for the GMMD folks to develop something for students. **Deans:** Send Sharon your school meeting dates so she can set up a day to attend. **Mike:** Touch base with the GMMD faculty to see if they are interested in creating a DegreeWorks YouTube video for our students.
- IV. **Permanent Schedule (Karen)** - This fall, course demands will be done for spring and summer 2015 with times and locations included as usual. In addition to that, a listing of courses for fall and winter 2015 will be added; but there will not be times and locations, just the courses and whether they will be taught online or face to face. Each dean's office will submit a spreadsheet listing these fall/winter 2015 courses and send them to Memorie. She will filter and sort the spreadsheets into one document and a link will be put on UCan Web so students will be able to see what courses will be taught in the following semester.
- V. **Process for Suspended Probation Student Rescissions (Karen)** – It was decided that any probation students who are suspended will be referred to Molly and not the academic deans for decision. If the student wishes to appeal their suspensions, they will be referred to the Provost's Office. Students who appeal will be instructed to email their request to provostoffice@canton.edu. **Renee:** Notify dean's assistants and Janet Livingston of this policy.

Deans' Cabinet Action Items – August 19, 2014

- I. **Transfer Students (Molly)** – Molly presented some suggestions in an attempt to make the transfer evaluating and scheduling processes simpler and more timely for transfer students. We need to be giving these students a better turnaround time. We are building a transfer database that will always be a work in progress as courses are constantly being added or changed. It was suggested that courses on this database have already been reviewed and therefore should be immediately added to the student's transcript. Another suggestion is to hire summer advisors to work specifically with transfer students so transfer students have the same opportunity as new and returning students to register themselves in courses in UCan Web. DegreeWorks will also help once it is fully up and running. **Molly:** Ask Tiffany specifically what complaints she is hearing from transfer students. **Erin:** Check and see why the Articulation Agreement link on our website requests authentication. Transfer students are unable to utilize this resource if they are restricted from that webpage.
- II. **Roadblocks (Molly)** – There has been some confusion and miscommunication among offices as to where calls/students are being sent. Over the next few weeks, Memorie, Kerrie and Molly will be collecting data to see where the miscommunication of information is. Once this information is collected, Molly will bring the results to Deans' Cabinet.
- III. **Identifying Opportunities for Growth (Molly)** – This topic was covered at the Deans' Retreat.
- IV. **Repeating Courses (Mike)** – In the case of math courses where a student receives a "D" and needs a "C" or better to proceed to the next math level, they are able to repeat those math courses and still receive their TAP award. However, situations are coming up where students are being advised to re-take courses that they had taken 7 or more years ago and successfully passed; this is causing problems with students' TAP awards since TAP will not pay for a course the student has already taken and passed. Where appropriate if there are courses where this is the case, a student can re-take the course along with 12 hours of fresh credit and still receive TAP. **Deans:** Remind office staff and advisors to be sure to refer these students to the Financial Aid office to find out what, if any, the implications will be if they are repeating these courses. In addition, if there are courses that require a "C" or better for students to continue on, faculty need to be putting this information in their course syllabus so that the students are made aware upfront.
- V. **Civil & Construction Advisory Board (Dr. Szafran)** – The Civil and Construction Industrial Advisory Board feels that SUNY Canton needs to do a better job getting the "word out" to local and regional high schools regarding the opportunities for bachelor's degrees in Engineering Technology. A strategy needs to be developed to attract students. Our new Admissions Director, Melissa Evans, will be charged with developing a strategy. Also, she has a very good relationship with several high school guidance counselors. However, it is not solely the job of Admissions to recruit E.T. students; the faculty need to work in tandem with Admissions. CSOET will be having a school retreat tomorrow and will be working on coming up with a 5 year strategic plan. Dr. Szafran will be discussing scholarship opportunities for Engineering Technology with Dave Gerlach as well.
- VI. **Orientation/Mandatory Curriculum Meetings (Mike)** – There is confusion among faculty regarding "mandatory" curriculum meetings. The faculty are interpreting this to mean that all new students are required to attend when in fact only the students and faculty who signed up for late orientation are required to attend. Going forward, the word "mandatory" will be removed from

curriculum meetings so the faculty will not be expecting all students to attend. **Renee:** Notify Sharon Tavernier of this change.

- VII. Legal Aid Society Referral Agreement (J.D.)** - The School has received final approval from the Legal Aid Society of Northeastern New York (LASNNY) to partner to offer income eligible SUNY Canton students free legal services. Students with legal issues that meet LASNNY criteria could set up an appointment during a monthly intake session hosted on campus to discuss their situation with a staff member from LASNNY. This will begin in September once some final paperwork is completed. The Cook 100 Business space can be used for the intake sessions. **J.D.:** Will send draft to Dr. Szafran and Shawn Miller for signatures.

Deans' Cabinet Action Items – August 26, 2014

- I. **Finalize changes to faculty promotion for Personnel/Faculty Handbook (Karen)** –Proposed changes to the promotion criteria in the Personnel Handbook were discussed. Going forward, any substantive issues will be voted on. **Renee:** Make changes that were discussed and send to Deans' Cabinet for review. Once changes are made, they will be sent to Liz Erickson to decide which committee they should be presented to for review.
- II. **Anticipated Hires Spreadsheet (Karen)** – **Deans:** Make revisions per our discussion and send to Renee. **Renee:** Once received, compile into one spreadsheet and share with the Provost and the President.
- III. **Transfer website articulation agreement update (Erin)** – Erin spoke with Travis. The Articulation Agreement webpage was initially locked because some agreements were pending review. The webpage will be unlocked once Travis makes some tweaks to it. **Erin:** Notify Molly once the webpage is unlocked.
- IV. **Base Salary Increases for Faculty (Karen)** – Process for base salary increases for faculty has been established. **Renee:** Ask Michaela to add discretionary increases for UUP members to the next Executive Cabinet meeting agenda.
- V. **International Programs (Karen)** – A colleague of Dr. Szafran's from SPSU, Richard Bennett, will be here this week to discuss International programs; specifically with China and Cameroon.
- VI. **Students who withdrew with good academic standing (Molly)** – Since 2011, approximately 1,000 students withdrew from SUNY Canton in good standing. With the exception of Allied Health programs, Admissions will be reaching out to these students by email to try to get these students to return. A suggestion was to waive the \$50 re-admit fee as an incentive for these students to re-apply. **Molly:** Check with Admissions and Shawn Miller to see if this is a possibility.
- VII. **Late Registration Permissions (Karen)** – It was decided that a deadline date and time needs to be given to students who are late registering. The permission to late register email that comes from the Dean's Office should now state that the student has permission to late register by the deadline date and time. **Deans:** Decide what you want to give students in your area as your deadline and begin inserting that deadline in your late registration permission emails.

Deans' Cabinet Action Items – September 2, 2014

- I. **Credit Validation (Karen)** – A discussion ensued as to whether or not the Credit Validation piece in the Personnel Handbook should be removed since the criteria has been set by the rank matrices. The Human Resources Office conducts background checks to verify applicants. The role of Continuing Education Units (CEU) was discussed. The discussion will continue at a future meeting. **Mike:** Create a draft of what he feels would be appropriate in this section for the Personnel Handbook.
- II. **Revisions to the Master Articulation Agreement (Erin)** - Erin provided a general update on the status (numbers) of articulation agreements as of now, both current (signed within the last 5 years) and in progress. Degree requirements were reviewed and discussed. **Erin:** Make necessary revisions per the discussion.
- III. **National Survey of Student Engagement (NSSE) Results (Sarah)** – Sarah discussed the survey and found that SUNY Canton students do not work with their peers as opposed to other colleges. One roadblock could be that our student body is made up of city, local, and commuter students and these students tend to stay in cliques. Another hindrance could be the fact that quite often there is no bell curve; students are generally very strong or very weak. Faculty need to be actively encouraging their students to work together, and they need to be paying attention to these survey findings. What can be done to get students more engaged and working together and how can faculty assist? The following suggestions were made:
 - Change FYEP courses to include more team projects with the students.
 - Have tutors encourage study groups.
 - Discuss this topic at an Academic Assessment Committee meeting and encourage the faculty committee members to talk to their peers about it.
 - Get feedback from the Non-Academic Assessment Committee members who review the SOS.
 - Dr. Szafran suggested writing about it in his weekly Blab.
 - Encourage students to get involved with the Student Senate.
 - Implement more informal learning spaces, such as the new couches in the FOB lobby.
 - Send students emails from the listserv encouraging them to get involved in campus activities.Online students do not feel that working as a team with classmates pertains to them. A suggestion is to have online faculty members initiate online threaded chats and study groups. **Molly:** Talk to Priscilla and Courtney on ways to get students more involved.
- IV. **Updating the Reference Guide for Advance Standing (Molly)** – This guide is currently outdated and needs to be brought back up to date. We no longer do CLEP testing on campus due to the fact that the vendor that makes CLEP made changes to their program and there are security issues with it. The new software requires that the College disables local firewalls and purchase a new server. We cannot disable our firewalls due to the security risk it poses to the College. We could isolate the software on dedicated machines with severe security restrictions, but this is not possible due to lack of space. Students can register online for CLEP and search for testing centers; JCC and Plattsburgh offer CLEP testing. **Molly:** Reach out to Career Services and have them come up with a universal draft of what they would like on this guide. Molly will bring their draft to Deans' Cabinet to review what the baseline will be going forward. The Deans will take the list to the faculty in the respective departments to decide what they feel should come in.
- V. **Future Priorities (Space) con't discussion from E.C.** – Ideas were discussed regarding campus space. It would be beneficial if some buildings, such as Payson Hall, could have a mix of faculty offices and classrooms in the disciplines. The Nursing/PTA/Engineering/Early Childhood

programs have dedicated spaces, which gives faculty and students a sense of “place.” Some suggestions that were discussed are:

- Possibly convert Faculty Office Building into administrative offices and turn French Hall into classroom space.
- Adding a second floor to the One Hop Shop.
- Having construction students build a Health Services/Counseling building.
- Off campus spaces in Ogdensburg and Massena.
- Could we offer more evening classes, classes later in the day on Fridays, or weekend classes?
- Grow online infrastructure to generate revenue.
- Calculate programs to see what is feasible; this could eliminate housing students who are taking online courses by default because the face to face courses are filled up.

Of course, funding is a challenge. We need to be looking for target opportunities to generate revenue and make academics from new revenue the priority. **Molly:** Ask to have this topic put on the Institutional Technology Committee agenda for discussion at a future meeting.

Deans' Cabinet Action Items – September 9, 2014

- I. **Richard Bennett (Karen)** – Richard Bennett and Raj Sashti will be assisting SUNY Canton with international initiatives. Richard will be very helpful with our Chinese partnerships. Raj has had many accomplishments at his prior institution including bringing consul generals to speak on campus, arranging conferences on globalization, helping to arrange Fulbright scholars (both coming to campus and going from campus), and bringing in highly qualified students from Brazil via the Brazil Scientific Mobility Program. This is an opportunity to gain successful international experience. Richard and Raj will bring topics and ideas forward to Deans' Cabinet for discussion. At that point it will be decided what areas, if any, these ideas will impact and who else on campus should be involved in discussion. **Molly:** Send Richard's email address to the Deans.
- II. **Synopsis of Open SUNY Wave 2+ requirements in preparation of response to Sept. 12 deadline (Molly)** – SUNY wants campuses to help carry the momentum of Open SUNY and promote and contribute to the conversation, best practices, and professional development via varying ways. They presented us with Wave 2+ options for support in which we are asked to select which option will work for us. Each option requires a different level of investment (i.e., time and resources). Options were discussed as far as what elements we want to pursue and it was decided we would start with Option A (the minimum to participate) and ramp it up if it goes well. **Molly:** Talk with the Online Learning Advisory Committee and draft recommendations which will be sent to Deans' Cabinet.
- III. **Leveling (Molly)** – The current math leveling chart and process being used is confusing to Admissions staff. Molly reached out to other SUNY technology colleges to find out what they are using; they are using a rubric. A different instrument or rubric needs to be created to make the process simpler. **Mike:** Work with the math faculty to develop a more simplified, single sequence flow chart. Bring draft to Deans' Cabinet by October 1, 2014 for review.
- IV. **Canada Articulations (J.D. DeLong)** – J.D., Karen, Erin, and Bill will be traveling to Peterborough, Ontario to meet with 4 or 5 diploma granting college representatives to develop master articulation agreements. Several programs will be brought to the table for discussion with the Canadian representatives. **Deans:** Let J.D. know before October 18, 2014 if there are any other programs you would like to be discussed at the meeting.
- V. **Middle States Periodic Report Lead Faculty (J.D. DeLong)** – A faculty member is needed to head up the Middle States Periodic Report. This will entail going to conferences, keeping abreast of new standards, and identifying people who can assist him/her with the process. **J.D.:** Reach out to faculty who may be interested.
- VI. **Final Exam Schedule (Karen)** – There are concerns that scheduling final exams on Friday at the end of the fall semester could lead to problems if there are weather related cancellations; Friday could serve as the make-up day for those canceled exams. The Monday–Thursday exam schedule will also be beneficial at the end of spring semester as students would be more readily available to attend functions such as the Nursing pinning ceremony, graduation rehearsal, etc. It was decided that going forward, final exams will run Monday–Thursday with Friday reserved for make-ups. **Karen:** Notify the Registrar's Office of this final exam schedule change.

Deans' Cabinet Action Items – September 16, 2014

- I. **Sustainability/Technology Campus Map (Betty Connolly & Kelly Carter)** – Betty and Kelly presented ideas for an electronic campus sustainability map with a virtual hands-on tour. The purpose of this prototype is to let senior leadership know what we are doing and help to get the word out. The map will showcase what great things SUNY Canton is doing as far as sustainability. Also, the map would inform the community of green initiatives and highlight the green features of the campus; especially those areas which are LEED certified. Linking a tour in addition to the map to promote Canton's strengths as a college of technology and demonstrate campus sustainability is a possibility. The hope is to get faculty, students, and Information Technology involved as well. Another suggestion is instead of one map, incorporate tabs for different overlays so that people can focus on the areas in which they are interested in. **Deans:** Please send Betty and Kelly any suggestions you have.
- II. **International Initiatives (Raj Sashti)** – Mr. Sashti presented his vision for improving our international initiatives. He proposed several options such as a nine-week summer program for students from other countries and hosting scholars/sending faculty abroad through Fulbright scholarships. He also discussed ambassador/diplomat programs and pointed out that our close proximity to Ottawa is a plus. The beauty of this is that we can make the program how we want it to be. We can keep things as is, allow international students to come and do a 2+2 and earn their degree, and for students who are only interested in the experience and not the degree, they can come for the summer to do ESL then return home.
- III. **Eliminate Final Exam Week (Karen)** – Faculty are required to do something of academic merit during week 15, which is final exam week. The idea of allowing faculty to do what they wish with their students during final exam week was revisited. After a discussion, it was decided this topic should be charged to the Academic Standards Committee; the committee can look into what the rest of the system is doing in regards to final exam week. **Karen:** Ask Dan Gagliardi to add this to the next Academic Affairs meeting agenda.
- IV. **New Faculty/ISA Hires (Karen)** – The new hire spreadsheet is still under review. Dr. Szafran expects to make decisions next week pending input from the Business Office. **Deans:** Send any updated adjustments/revisions to Renee.
- V. **DegreeWorks Workshop reminder email to Faculty (Karen)** – As we are moving forward towards DegreeWorks, faculty need to be attending one of Sharon's DegreeWorks training workshops. **Deans:** Send training session reminders to faculty and stress the importance of this training at school meetings. **Molly:** Ask Sharon to take attendance.
- VI. **Back Date for DegreeWorks (J.D.)** – Regarding the exception process, it was decided the date for adding any new exceptions into DegreeWorks will be November 1st. By using November 1st as a "soft date", we can get feedback from Sharon as to how the DegreeWorks training sessions are going; the timeframe for Sharon to have all faculty trained is mid to late October and the faculty need to be trained in order to put the exceptions on the system. Also, November 3rd begins advising week and the hope is that we are up and running by then. It was agreed that we will still keep a "paper trail" for a while as well. **Deans:** Let their support staff know and **Renee:** will let Sharon and Memorie know that we are going to use the November 1st date.

VII. Follow –Ups (Molly) – Updates:

- Credit by Evaluation ~ Career Services is updating the reference guide for academic standing and will have it completed by next month.
- CLEP ~ Molly has been working with the Business Office to do some configuration to have CLEP returned to SUNY Canton. Refurbished laptops will be put in a dedicated space in Halford Hall and this will be done by the end of the semester.
- National Survey of Student Engagement (NSSE) ~ Students are more engaged in group tutoring with peer tutors. Peer tutors are currently paid through the Tutoring Center. In the future, we would like to have peer tutors go through a rigorous training process (SUNY Oswego and Brockport do this) where the peer tutors would get actual college credit.

VIII. Bachelor of Science ~ Early Childhood (J.D.) – Maureen Maiocco has asked that we propose a Bachelor of Science in Early Childhood program. The proposal had been rejected in the past because SUNY Potsdam felt it would be a threat their education program. However, most Early Childhood students wish to open their own daycare focusing on children aged infant to age 5; they are not interested in teaching. After a discussion, it was thought best to keep the word “education” out of the title, focus on childcare management, and make an underlying program to reflect that. Options that were discussed:

- Bachelor of Science in Daycare Management
- A Management degree with a concentration in Daycare Management
- For those Early Childhood students who are interested in teaching, we could talk with Potsdam about a Memorandum of Understanding for a 2+2 program where they would accept our Early Childhood transfer credits.

J.D.: Present these ideas to Maureen and ask her if she is interested in developing a new proposal.

New Business

IX. Educational Advisory Board (EAB) (Dr. Szafran) – The EAB provides best practice research and practical advice to leaders of academic affairs, business affairs, student affairs, advancement, continuing, online, and professional education, and community colleges across North America. For a fee, they will provide practical and helpful reports which will focus on our best and worst management practices. When given a topic(s), they do research and approximately 6 weeks later, and report is issued that outlines best/worst practices from ideas based on their research. **Deans:** Research the organization and give Dr. Szafran input.

Deans' Cabinet Action Items – September 30, 2014

- I. Admissions/Math Leveling (Mike & Melissa)** – There are concerns Admissions has regarding math leveling. Melissa feels that our process is not user friendly for high school guidance counselors who want to give their students options. From a marketing standpoint, we need to fix our relationships with the guidance counselors so that SUNY Canton comes to the top of their list when they are meeting with their students. Also, it's hard to have the conversation with potential students that do not level into the programs they want. It makes it hard to market SUNY Canton. Since we have many programs that are not math intensive, several options were discussed:

 - Make MATH 106 a GER 1
 - Move Statistics to the same level as MATH 111 Survey of Math
 - Make MATH 106 a 4 credit hour course
 - Use MATH 106 as a “default” course for every student and they can test when they get here. If they test into MATH 100, advise students it is in their best interest to go into MATH 100 but it will be the student's decision.
 - Since CSOET has the most math intensive programs, create an “Engineering Jump Start” program over summer so students leveling into remedial math can get “caught up” over the summer.

Mike: Talk to the Math Department for their feedback on these suggestions.
- II. Off-Term Incentive Accounts (Karen)** - It was decided that all Deans will receive a minimum of \$10,000 from off-term incentive accounts, unless they earn more in which they will receive that amount. We are going to continue to use the \$20/seat formula. **Renee:** Move money to bring Ken, Mike and Molly's incentive accounts up to the \$10,000 amount.
- III. Update from J.D. on Homeland Security Initiative w/Clarkson (J.D.)** – J.D. met with Clarkson faculty to discuss the creation a Master of Science in Emergency Management and Homeland Security. The degree will consist of a set of three core courses and 5 tracks that students can choose from; Emergency Management, Homeland Security, Cyber Security, Engineering Science, and Supply Chain. There will also be a Generalist track for students who wish to sample courses from different tracks. This will be a Clarkson University master's degree. The tracks were defined loosely; each track was assigned to a faculty member to decide what they feel should be in their track. They will come back together in a few week or so and decide. Clarkson is on board with this being an online program. Some tracks will be set up to potentially lead into PhD programs at Clarkson, however not all of the tracks will fit; Homeland Security is one that will. **J.D.:** Give an update at future Deans' Cabinet meeting after the next meeting with Clarkson.
- IV. BT to BS Submissions due date? (Mike)** – November 1st is the date to have them ready; they are due to Curriculum Committee by November 15th.
- V. Raj Sashti (Karen)** - Raj provided a list of projects that he has suggested in regards to International Initiatives. Each project on the list was reviewed and discussed.
- VI. Inconvenience Fees (Dr. Szafran)** – The Deans supported the concept for inconvenience fees.

Deans' Cabinet Action Items ~ October 7, 2014

I. Data: retention rates, cohort analysis, graduation rates, etc. (Sarah Todd) - Sarah shared institutional and program retention rates, cohort analysis, and graduation rates. Our overall institutional retention rate for first-time, full-time freshmen went up by 1%, with 2% increases in the retention rates of associates and certificate-seeking students. The bachelor's degree-seeking graduation rate went up by 2% for the 2008 cohort, whereas the associate degree-seeking cohort went down by 6% for the 2011 cohort. Sarah will be attending the Canino and Business and Liberal Arts school meetings to show faculty how to interpret and use the new cohort tracking documentation. Program report cards, cohort tracking documentation, and graduate survey results will be released soon.

II. Summer 2014 Enrollment Information (Molly) - Summer enrollment statistics were shared and off-term semester marketing was discussed. We advertise for summer term at other universities and our enrollments are parallel with the places where we are marketing. We have advertised in newspapers, on napkin dispensers, pizza boxes, placemats, etc. and the cost has been relatively minimal. A marketing plan is needed for our own campus in an effort to get more of our SUNY Canton students to attend off-term semesters. Karen requested to see an overall marketing plan to ensure the marketing costs are added to the budget. **Molly:** Let PR know a marketing plan must be needed and shared with the Provost's Office. **Molly:** Ask Sarah to look at the off-term enrollment statistics for other SUNY colleges. **Renee:** Send Deans Molly's data showing the number of students from other universities enrolled at SUNY Canton during summer term. **Karen:** Talk to Kerrie Cooper about off-term financial aid.

III. Process for going test optional (Molly) - We are required to request permission from SUNY to go SAT/ACT test optional. The tests generate a lot of revenue for CollegeBoard so they are not pleased with the test optional process; historically Admissions refers to these test scores very minimally. **Molly:** Talk with Mary Gulliver in the Application Services Center at SUNY and find out what the process is if it is decided that we go test optional.

IV. Videographer (Molly) – In an effort to get our enrollments and retention back up, hiring a videographer was suggested. The idea is the videographer would capture a profile of a specific program and faculty member(s) within that program and discuss information about the program, the faculty members' expertise and the courses they teach. Admissions counselors would find this to be a helpful tool for when they are meeting with a student who may be interested in a specific program. The counselor can show the student the video to give the student more insight on the program and the faculty. A good starting place would be the programs that need enrollments the most. Travis Smith is working on a getting a quote for the cost.

V. FYEP (Mike) –A good FYEP course teaches students how to access resources on campus and get acclimated to college. However, there are concerns and some faculty do not want it as a required course in their program. Because it is an important course, every program needs to have something similar to FYEP. It was agreed that as long as the information and outcomes of an FYEP course can be met, it can be incorporated into the introduction course for the program as

an alternative. It is understood that an increase in credit hours for that course may also be necessary.

VI. Academic Calendar (Mike) – There is concern among students and faculty that there is no fall break. Although there is a break for the whole week of Thanksgiving, some feel thirteen weeks without a break is too long. Courtney Bish plans to do a student survey and will also reach out to faculty so they are able to weigh in on what they want. The Calendar Committee will re-visit it again for next year.

VII. Topics for Faculty/Staff Training (Karen) – Human Resources has a representative from the SUNY Leadership Institute to come to campus for a two day customer service training for front line staff. Dave Rourke is wondering if we have anything else we would like to utilize her for. Communication with peers and meaningful peer evaluation were suggested. After a discussion, it was decided this idea would be re-visited next semester.

VIII. Compensation for Curriculum Coordinators/Liberal Arts (J.D.) – Certain curriculum coordinators do a lot of extra work and must coordinate campus wide to make things run smoothly; some additional compensation should be granted to these faculty members. It was also suggested that some programs be lumped together for next year. **Deans:** Send Karen a justification for a stipend or course load reduction for programs where you feel there is a lot of additional work involved for the curriculum coordinator. **Deans:** Bring forward any changes you feel would work; budgets will be looked at and decisions will be made at that point.

IX. Immigration Center Grant/Mock Trial Resources (J.D.) – FYI: The Public Defender's Office in St. Lawrence County is looking to partner with us on an RFP for an immigration grant where up to \$500,000 could be made available for an immigration resource center on campus. It is unclear whether we have the resources to partner/host the resource center and how much effort will be required to secure funding. We are exploring the possibility. Albany University has received a grant for \$400,000 to study a pilot program where attorneys receive extra money to go and represent clients at any time, day or night. They want to use SUNY Canton students to go to the justice courts in St. Lawrence County and do data collection to assess if the pilot program is working. They have reached out to SUNY Canton and asked if our students want to do the data collection starting in spring 2015. Students would be paid for it. We would need a way to coordinate it. We are still waiting for more information from a meeting in November but anticipate that students from all three academic schools would be involved in the effort. The County has a mock trial program where high school teams compete against each other in mock trials at the courthouse. Assistant Professor Alex Lesyk has been appointed mock trial coordinator by the county bar association and is hoping to host the competition here at SUNY Canton in March. Students and their families would come to watch. In order to do so, a portable courtroom would need to be built, hopefully to be used in the Kingston Theater and some funding would be needed for that. **J.D.:** Find out if there is funding available through Campus Enhancement Funds, possible donations from lawyers, and reach out to the College Foundation office.

XI. Concurrent Enrollment (Dr. Szafran) - Jefferson Community College has been approached by the St. Lawrence BOCES about offering their concurrent enrollment courses in

their high schools. SUNY Canton has the “right of first refusal” for concurrent programs in St. Lawrence County. After a discussion, it was decided Jefferson Community College will be told no and we will explore the possibility of doing this ourselves.

Deans' Cabinet Action Items ~ October 14, 2014

I. Dana Hall Space/Room Utilization (Karen) ~

- a. If outside funding can be secured, it is possible that Dana Hall could be renovated.

A plan is needed so if the opportunity presents itself and the college is able to obtain funding to renovate Dana Hall, we can move ahead quickly. Space needs and ways to re-purpose existing space in Payson Hall if Criminal Justice relocates to Dana Hall were discussed. Phase One would be utilizing Dana Hall renovations for Homeland Security. Phase Two would be putting additions on Dana and shaping the building into a plus sign; Dana would connect to Payson Hall. **Deans:** Prioritize your lists and look at your underutilized space as well; re-send lists to Renee. Also, think about the furniture that would be put in the classroom space.

Karen: Ask Mike McCormick to give us a report on room utilization. **Karen:** Ask Memorie to provide data from Fall 2013 and Fall 2014 classroom assignments to see if there is a pattern of what rooms are being used by what programs and how often; we want to explore the possibility of clustering classrooms by program.

- b. Saturday and evening classes were also discussed. Some ideas were:

1. Since online course offerings have more or less eliminated the demand for evening classes, offer evening courses that are not available online (ex., MATH 106)
2. Non-traditional learners may be attracted to hybrid courses
3. Reach out to human resource departments across the county and see if their employees are interested in evening courses to get a degree.

Molly: Ask Sarah about the possibility of sending a survey out to the local community to see what the demand would be for evening/weekend course offerings. **Molly:** Ask Patrick Massaro for the demographic survey data that was done by the North Country Consortium.

II. Advisory Boards (Mike) ~ Although the Advisory Super Board Meeting works well for the Schools of Science and Health and Business and Liberal Arts, the School of Engineering does not feel it is beneficial for them. As dean, Mike would like to be able to spend time with each advisory board, which is hard to do when they are all meeting on the same day. Can we go status quo and do what works best for each of our schools? Dr. Szafran would like more information, such as the charge of the advisory board members and what kind of input is being received from the board members. He would like to experience this year's meetings before making a final decision on this subject going forward. **Renee:** Forward Advisory Board operating guideline documents to Dr. Szafran and Deans. **Deans:** Send any relevant materials to Dr. Szafran for his review.

III. Admissions Decisions (Molly & Melissa) ~ There are currently applications on hold waiting to be decisioned. The MATH 106 curriculum paperwork to change it to a GER 1 needs to go through its approval processes. In the meantime, Melissa is looking for clarity on processes for math leveling and admitting. She is also concerned that high school guidance counselors do not have an easy requirement rubric to follow when meeting with their students. It was decided that students who are not questionable will be admitted directly into their program as usual; those students who are below math leveling requirements will be sent to the deans and admitted into their programs conditionally. English leveling was also discussed. The possibility of eliminating ENGL 097 ~ Introduction to Academic Reading and Writing and replacing it with ENGL 101 plus a supplement was suggested since Regent's diploma students are required to complete four years of English. However there is concern about doing this as ENGL 097 focuses on the development of reading and writing skills which are necessary for comprehending academic material. **Mike:** Prepare the MATH 106 curricular change paperwork to start the process. **J.D.:** Discuss the idea of eliminating ENGL 097 and replacing it with ENGL 101 plus a supplement with the English department.

Deans' Cabinet Action Items ~ October 21, 2014

- I. **Faculty Hires for 2015-16 (J.D.)** ~ All Science & Health and Business & Liberal Arts C-3's that were put forward have been approved. All but two in the School of Engineering Technology were approved. The ad for the Electrical Engineering position will be re-written to state that the primary duties of this position will be to develop a Mechatronics Engineering program while teaching courses that will lead up to that new program. Dr. Szafran will be signing the approved C-3's today. **Renee:** Re-send the Anticipated Hires spreadsheet to the Deans and Dr. Szafran with the unapproved positions highlighted. **Mike:** Prepare a new C-3 detailing the Mechatronics piece as discussed. A common advertisement will be drafted, however it is questionable whether the Chronicle, as well as other sites we post jobs on, will run one large master ad as it reduces their revenue by doing so. **Renee:** Contact David Rourke and ask him about the policies regarding advertising. Molly has decided to hold off on the Digital Specialist position until the transition from Angel to Black Board is complete.
- II. **Presidential Inauguration & Advising Week (J.D.)** ~ Dr. Szafran's inauguration falls on the same week as advising week and there are concerns there may be issues. Karen discussed this with Memorie and the Deans agreed that course demands could be submitted to Memorie complete and on time a week earlier. **Karen:** Let Memorie know that and verify Advising Week can be moved up a week. **Deans:** Prepare course demands to be sent to Memorie a week earlier. As we move towards a permanent schedule in the future, the master schedule process needs to be simplified. One suggestion is to have Memorie send Deans the master schedule in spreadsheet form from the year before and Deans can strike out the courses that won't be needed and add courses in a different color that will be needed. The rest of the courses would remain the same from year to year unless changed. Scheduling software was also suggested. **Renee:** Invite Memorie to an upcoming Deans' Cabinet to discuss ways to make making the master schedule process simpler.
- III. **Academic Appeals Committee ~ Faculty Representative** ~ Tony Beane, who has been serving as the faculty representative on the committee, is unable to be here for the Academic Appeals Committee Meeting this semester. **J.D.:** Ask Alex Lesyk if he would be willing to serve as the faculty representative this semester. Beginning next fall, alternative faculty will be suggested and asked to serve on the committee.
- IV. **Update: Chief Academic Office Conference** ~ To comply with seamless transfer going forward, any program that has licensure/program credentials and want to make any changes to that program must go through SUNY and State Education. Changes need to be submitted to SUNY no later than December 1, 2014 on Form 3A: Changes to an Existing Program (the new Appendix B form).

New Business

- V. Lecturers (Dr. Szafran)** ~ Dr. Szafran stated concern about good lecturers that stay in ongoing non-tenure track line positions. It does not make sense to replace good faculty members in order to hire a tenure-track person. The following decisions were agreed upon regarding lecturers:
- If a tenure-track line opens in a discipline where we have a good lecturer and the lecturer meets the criteria of the rank matrix in that discipline, we can hire the lecturer into the tenure-track line with a search waiver.
 - If a terminal degree is needed and not yet obtained, the faculty person will be kept in the lecturer line until the degree is received. At that point, the faculty member can be moved into a tenure-track line and the lecturer line would be terminated.
- VI. FYI: Possible upcoming changes regarding out of state tuition (Dr. Szafran)** ~ SUNY is asking why we have a lower tuition for the associate's degree out of state students than for the bachelor's degree out of state students. Dr. Szafran will be discussing this issue with the other Technology sector college presidents.

Deans' Cabinet Action Items ~ November 4, 2014

- I. Ways to Simplify the Master Schedule Process (Memorie)** ~ Course demands roll from semester to semester with minor changes. A problem with the master schedule process is that each dean's office submits their course demands differently. As a pilot, Memorie sent Mike last year's master schedule; he will remove courses that are not needed and add courses that are needed. Another problem is last minute changes by faculty. It was suggested that in order to become consistent from semester to semester, deans and department chairs should ask faculty to put more thought into what their needs are up front. Changes will not be made for non-emergency requests. As student needs are our first priority, classes need to be sequenced and scheduled when there is a demand for them. **Mike:** Report findings to see if the pilot process works more efficiently. **Renee:** Remind Memorie to send timing grids and a link to classroom inventory along with the course demands so faculty will know what technology, what type of board, etc. is in each classroom.
- II. Enrollment Management Working Group Update (Molly)** ~ FYI: The website is ready and all minutes and information regarding this group will be posted; it will be password protected. A campus-wide email will be sent in the near future.
- III. Visiting Scholar Protocol & Policy (Molly)** ~ The SUNY Canton internal protocol and SUNY exchange visitor best practices documents for visiting scholars were reviewed. We need a policy and protocol that works for our campus and defines who will be responsible for what. The International Office should be the point of contact initially and once the visiting scholar is culturally oriented, the academic mentor can take over. Faculty mentors will be required to read and sign the protocol form so there is no ambiguity as to what their role is. It was decided that going forward, the International Office will be responsible for the following:

 - * Making housing arrangements for the visiting scholar
 - * Coordinate the travel logistics and work collaboratively with a hosting department faculty member who will pick the visiting scholar up from the airport. The travel will be limited to airports closer to Canton (Syracuse, Ottawa, Massena, etc.)
 - * Purchasing items upon arrival
 - * Campus and community transportation
 - * Driving in the United States
 - * Practical Inquiries such as where to purchase a cell phone
 - * Cultural adjustments (provide overview of American and campus culture)

Molly: Inform Erin Lassial of these changes and revise the local protocol form to reflect them.
- IV. Perkins Funding / Graduate Tracking Suggestions (Mike)** ~ Sarah Todd has asked faculty to reach out to graduates in their programs as she needs to know if our graduates are unemployed, employed, continuing on in their education, etc. Our return on graduate surveys has been poor. A process is needed to contact graduates in

an effort to obtain this data. Historically, graduates who receive phone calls assume that they are being called to donate money. One suggestion was getting students, perhaps student clubs, to assist with making phone calls. However, departments and their faculty should also be wanting to track graduates as they have the best personal relationship with the students, and the graduate would be more likely to speak with a faculty member. Faculty should perceive the value in these relationships as graduate tracking can also be beneficial when it comes to things such as asking them to serve on advisory boards or give speeches to current students. We can mix it up and have both faculty and students calling graduates; perhaps an incentive could be provided. **Deans:** Discuss with the faculty.

- V. **Open Forum – MATH 106 (Dr. Szafran)** ~ There is concern that there may be some confusion regarding the recent request to give MATH 106 Intermediate Algebra GER 1 status; it is important that everyone have the correct information. If a course meets general education outcomes, it should be approved as a GER. It was decided that Dr. Szafran, Karen, Mike and the math faculty will meet to discuss this issue. **Mike:** Check schedules of the math faculty and coordinate with Renee and Michaela and a meeting will be set up.
- VI. **Applied Learning Council ~ Nominations (Karen)** ~ SUNY's Applied Learning Council is asking SUNY campuses to nominate an individual to serve on a system-wide Applied Learning Advisory Council. The Council, advisory to the Provost, will be comprised of a lead contact from every campus who will serve as the liaison to system-wide discussions and also be charged with developing and sustaining an Applied Learning Team at their institution. Some suggestions were made. **Karen:** Reach out to the faculty who were suggested to see if anyone would be willing to serve on this council.

New Business

- VII. **Catalog Year Changes (Memorie)** ~ Students who change to an updated program check sheet in their major is proving problematic for DegreeWorks. DegreeWorks pulls information from Banner and uses the check sheet that was being utilized when the student was initially enrolled in that major. Memorie asked if she could change the catalog year in Banner in cases where the student wants to change to an updated check sheet so that the information on DegreeWorks is accurate. Karen stated that as long as it does not cause problems for Institutional Research, Financial Aid, and Admissions it would be ok. **Memorie:** Check with these offices to ensure they will not be affected by doing this.
- VIII. **Tracking Exceptions (Mike)** ~ While the ABET reviewers were here, they questioned pre-requisite overrides and *with instructor permission* which is stated in the college catalog after each course description when there are pre-requisites required. Brenda created a form internally and Mike asked if we could make this a campus-wide form and have it put into BDMS. **Mike:** Forward the form to the deans to share with their staff. Let Renee know the outcome.

Deans' Cabinet Action Items ~ November 11, 2014

- I. **Academic Areas for Inauguration Tour (Karen) – Deans:** Respond to Theresa Corbine (and copy Renee) and let her know what spaces you would like to have showcased for tours during Inauguration Week.
- II. **Pay it Forward Day/Assistance in Encouraging Faculty (Karen) – Deans:** As part of Inauguration Week, Lenore has asked that the Deans encourage their faculty to incorporate a day of service learning into their spring syllabi. Molly will look into getting her area and Student Life to contribute something. Pay it Forward Day will take place on Wednesday, April 8, 2015.
- III. **Perkins Grant Presentation (Sarah & JoAnne) –** There have been changes in Perkins grant requirements going forward and a possibility that this may become a competitive program. If it does become competitive, we need to have something unique or substantial that will put us above community colleges and other technology schools. Perkins is requiring that assessment data which gauges our recruitment and retention in programs that are non-traditional for their gender (i.e., male nursing students, female engineering students) be submitted. Also, we are no longer able to count 001 or 774 students nor are we able to count students who earn a certificate or associate's degree while working on their bachelor's degree when we report our enrollments out. Sarah will investigate the possibility of double majors, which may also be helpful with retention. Continuing to pursue this grant was discussed. Sarah stressed that if we want to continue to receive this funding, the development of a five year plan that ties with our campus strategic plan needs to be developed. A decision needs to be made whether or not these are institutional priorities, as these changes will be very time consuming if they don't align with our institution's strategic plan. It was suggested that other sources of funding may fit us better. It was decided that before making any final decisions, JoAnne will put the proposal forward and see what happens.
- IV. **UUP Drescher Leave Program (JoAnne) –**The UUP Drescher Affirmative Action/Diversity Leave Program, as well as other grants were discussed. We should be encouraging faculty to participate in these types of things, as it gives them an opportunity to obtain outside funding through grants. However in approving these leaves, we need to ensure that value is being brought back to the campus. It was decided that any application JoAnne receives from faculty will be presented to Deans' Cabinet for approval. If approved, she will put the packet together and submit it to Deans' Cabinet to review. JoAnne has designed a simple, one-page Grant Proposal Notification Form which serves as an "announcement" form to let her know who is looking to apply for a grant and for what. She will share the form with Karen.
- V. **Lecturer Workload (Karen) –** Dr. Szafran met with the UUP Contingent Concerns Committee and the subject of lecturer workload was discussed. **Renee:** Add this subject to the next Deans' Cabinet agenda to discuss when Dr. Szafran is present.
- VI. **Faculty Presentation Communication – Open House (Molly) –**The Open House/Admitted Student Day process will remain the same, except for follow-up emails. Admissions will continue to reach out and ask for faculty presenters, copying the Deans. Admissions will not repeat emails to faculty presenters requesting confirmation before the event. If someone who signed up fails to show, the Dean's Office will be notified. Admissions staff will not bring Open House visitors to faculty offices and will give faculty time to arrive before becoming concerned. **Molly:** Inform the Admissions staff of these changes.

- VII. MATH 106 Update (Mike & Karen)** – Dr. Szafran, Karen, and Mike met with the Mathematics faculty regarding the GER 1 approval of MATH 106 - Intermediate Algebra. The course will go back through the curricular change process.

Deans' Cabinet Action Items – November 18, 2014

- I. Lecturer Workload (Karen)** – Dr. Szafran and Karen met with the UUP Contingent Concerns Committee and Dave Hartle to discuss lecturer workload; the Deans had concerns which were discussed. Because individual programs have varied requirements and expectations in terms of lecturers, departments must clearly define the role of lecturer. Therefore going forward, lecturers will have one of the following options:

 - a.** Teach five courses (online lecturers will only be expected to do this option)
 - b.** Teach four courses along with some significant college service and professional development (i.e., serve on faculty governance committees, advise students, serve as curriculum coordinator, attend conferences, etc.)

Lecturers who participate in option “b” will add their service documents to their portfolios. Scholarship will not be required from lecturers, as scholarship needs to be more clearly defined by Faculty Assembly. It was also suggested that lecturer searches be run nationally as well as locally in the future. **Deans:** Make lecturers aware that these options will be coming and remind them to keep records and document things that they are doing.
- II. Academic Calendar Update (Karen)** – The Academic Calendar Committee met and put two drafts forward. In Proposal 1, classes would begin earlier and there would be a fall break and the full week of Thanksgiving off. Proposal 2 is what we have now; begin classes a couple of days later, no fall break but still have the full week of Thanksgiving off. Courtney is surveying students to see which option is preferred. The results will be brought before Faculty Affairs, and then Faculty Assembly for final approval. **Deans:** Ask your faculty to remind their students to be checking their emails for the survey.
- III. Archaeology Field Work Class (J.D.)** – Tim Abel approached J.D. about an archaeology field work experience he would like to teach during the summer in Plattsburgh. In the course, students dig up remnants from the War of 1812. This program has historically been run by Clinton Community College but because of financial set-backs, they can no longer do it. Tim would like to run this program so it can continue. It is two weeks long and students would reside in the Clinton Community College dorms or the old Air Force Base in Plattsburgh; the students earn six credits. He has asked for a state van to transport students from the residence halls to the site. A fee structure would need to be set up so there would be no cost to the college and Shawn Miller would need to put something together for liability purposes. Students would be required to pay a fee and sign a waiver. **Mike:** Forward J.D. the paperwork from Shawn that was used by Matt Burnett for his summer course off site. **J.D.:** Ask Tim to work out the logistics and come up with a model fee structure. A back-up plan will also need to be worked out in case of any emergency.
- IV. Benchmarking Faculty Evaluations (J.D.)** – **Renee:** Invite Kevin Elliott to a future Deans' Cabinet meeting for a progress report regarding Student Course Comments benchmarks.
- V. Honors Program (Karen)** – Changes to the Honors Program were discussed as there is concern that the requirements are too demanding on our SUNY Canton students. In an effort to attract and academically retain more students into the Honors Program, the following suggestions were made:

 - a.** Make it course-based rather than having it based on overall GPA
 - b.** Faculty member would designate a course as an Honors course
 - c.** The faculty member and student would write and sign a contract where the student would receive additional credit and an “H” after the course on their transcript with successful completion of the course (C or better)

- d. As long as the student is at full-time status (12 credit hours or more), there is no additional charge for the extra credit
- e. Students would receive a .3 extra point to their overall GPA
- f. Compensation to faculty would be one credit for every honors course they do; these credits could be banked and used towards course reductions

Renee: Coordinate a meeting with Nicole Heldt and the Honors Program Committee to discuss these possibilities with Dr. Szafran.

- VI. Auxiliary Coast Guard Proposal (Karen) – Karen:** Forward information to the Deans to review. This will be added to a future Deans' Cabinet agenda for discussion.

Deans' Cabinet Action Items – November 25, 2014

- I. Auxiliary Coast Guard Proposal (Karen)** - Brian Harte approached Karen regarding the Auxiliary University Program (AUP) and Coast Guard Recruiting Command information sharing and collaboration agreement. He would like the campus to endorse this proposal. The AUP provides opportunities for college campus students to affiliate with the Coast Guard Auxiliary and pursue curriculum in Coast Guard academic training. The students who participate develop skills and leadership that directly translate to performance of real Coast Guard missions. The number of classes are minimal, are not credit bearing and are taught in the evening. The possibility for internships is good. Deans' Cabinet endorsed the proposal and will send it to Dr. Szafran for final approval to move forward.
- II. Christmas Break & End of Semester Due Dates (Karen)** – Memorie has asked that the Deans' Offices submit their Suspend Course of Study and Curriculum Change lists before leaving for Christmas break instead of after the New Year as in the past. Having them submitted that late created problems with scheduling and financial aid, as there is very little time between the New Year and the start of the spring semester. **Deans:** Check with support staff to see if the lists can be done before break and let Renee know.
- III. Writing Intensive Issues (Karen) – Deans:** Let curriculum coordinators know that if courses are designated as Writing Intensive, they need to be noted as such in the next college catalog and on the program check sheets on the website.
- IV. Off-Term Expenditures (Karen) – Deans:** Submit needs proposal to Renee by December 5th.

Deans' Cabinet Action Items – December 2, 2014

- I. Initial Appointment Letter Process – New Faculty (Karen & Dave)** –A better process is needed for the initial appointment process for new faculty. There should be clarity as to what the expectations are when we hire someone new, and this needs to be put in the initial appointment letter. It was decided that going forward any mandates, deadline dates, and expectations will be clearly expressed on the C-2 form and that information will be transferred onto the appointment letter. Once Human Resources prepares the appointment letter, a scanned copy will be emailed to the Dean for review before it goes to the President. Once it is approved by the Dean, it will move forward to the President. It was also decided that the Board of Trustee link reference will remain on the letter, and reference to the rank matrix link on the Provost's Office webpage will be added.
- II. SUNY Online Marketing and Growth Roundtable (Molly)** – SUNY would like to come to campus to participate in an Open SUNY Initiative, Online Growth Roundtables. They are interested in sharing our online best practices because of our online success. Can this be an opportunity to extract something from SUNY? **Molly:** Reach out to Walden and get information on their online processes. **Molly:** Talk to Carey Hatch and let him know our ideas and questions before deciding if we want to move forward with this discussion.
- III. Academic Program Account Access** – Sarah Todd needs “view only” access to academic program accounts so she can do a cost analysis on every program per student. She needs to know what has been spent in order to get this data. The Deans approved this. Sarah will reach out to the Deans if she has questions. **Renee:** Email Terry Waldruff and ask her to give Sarah view only privileges to the academic program accounts.

Deans' Cabinet Action Items – December 9, 2014

- I. **Student Course Comment Benchmarking Update (Kevin)** – Kevin shared the data that he compiled for benchmarking the Student Course Comments. After review and discussion, it was decided that Kevin will change the percentage to reflect the total percent answered opposed to the total percent enrolled in the course; the self-service for faculty (individual faculty outcomes) will be changed as well. The total will add up to 100%. Kevin is confident this can be done before the end of the semester. He will also send the data to Sarah Todd. A concern was raised that this procedure holds the student up from doing their billing. Kevin will see if it is possible for students to do one evaluation at a time rather than force them to do them all at once.
- II. **Double Majors (Molly)** – A student inquired about double majors. Because students must have 30 credit hours difference between the two majors plus must meet program requirements to get into programs, we do not allow double majors. It is very difficult to award two bachelor's degrees as we do not have a uniform curriculum with the programs we offer. It would make more sense for students to complete a four year bachelor's degree and then go on and obtain their master's degree.
- III. **FYEP Steering Committee (Molly)** – FYEP equivalent courses will not go through the FYEP Steering Committee for approval; FYEP/FYEP equivalent courses are not required in programs.
- IV. **Professional Membership (J.D.)** – There are some institutional memberships that need to be funded. As long as it is for departmental or institutional memberships for SUNY Canton and not for an individual, it can be funded.

New Business

- V. **Cameroon Memorandum of Understanding (Molly)** – Molly shared the Memorandum of Understanding between SUNY Canton and PKFokam Institute of Excellence in Cameroon. They would like to send three students to SUNY Canton in the spring. They will be Management students admitted as transfer students. The Deans approved the MOU. **Molly:** Send draft of the MOU to Dr. Szafran for approval and copy the Deans, Richard Bennett, and Thomas Njinet on the email. WES evaluations are required for all international students and it takes a while to receive them back. Molly suggested that someone from campus receive training from WES so that the evaluations can be done in house; currently someone from SUNY Potsdam who is WES trained will do the evaluation. **Molly:** Work on getting someone in-house WES trained.
- VI. **Off-Term Incentive Funding (Deans)** – It was decided that a videographer will be hired and will receive a contractual stipend for six months; the broken dental hygiene vacuum pump system will be replaced.
- VII. **Restricted/Unrestricted Rooms (Karen)** – Karen asked the Deans to look into what rooms are restricted and unrestricted for the Teaching and Learning Technology Committee. **Deans:** Submit your findings to Renee.

Deans' Cabinet Action Items – December 15, 2014

- I. FYI Presentation on Social Media PR (badges) (Travis)** – Travis discussed canton.meritpages.com. Dean's, President's and Honor's lists can go to students, parents, high schools, etc. via this social media site. Students are also able to add things themselves, such as clubs they participate in. Their page can also be utilized as a resume of sorts; it will also follow students from college to college as they transfer. All students get a page, currently there are approximately 400-500 SUNY Canton students enrolled. PR can add any badges.
- II. BB Transition Training Needs (Molly)** – The first half of the spring semester (Feb-Mar), Phase 2 of the Blackboard transition will take place. Courses being taught in summer term 2015 will be converted and faculty teaching those courses must be trained on Blackboard. **Deans:** Let your faculty who are teaching or want to teach in summer term that they must be trained, as Blackboard will be the only option for summer courses.
- III. Final Exam Policy Karen** – There is no written policy regarding students who are scheduled to take more than two final exams in one day. Students in this case could approach their faculty and request accommodations be made for them on another day. Notice would need to be given to the faculty before the last day of classes. If all instructors say no, the Dean would be petitioned. **Karen:** Draft up a policy that will go to Deans' Cabinet for review, then submitted to the Academic Standards Committee for approval.
- IV. Visiting Lines (Karen)** – This discussion is on hold until Dr. Szafran is able to attend.
- V. Homeland Security/Emergency Mgmt. Clarkson Update J.D.** – Everything on our end is complete, we are waiting on Clarkson.