

Deans' Cabinet Action Items – January 6, 2015

- I. **Power of SUNY - Impact on Adjunct Faculty (David)** – Dave Rourke discussed contractual changes that resulted from the UUP settlement in 2013, and how these changes have to be factored into our adjunct faculty pay. The negotiated amount is based on the number of courses the faculty member is teaching, not the number of credit hours they are teaching. Every adjunct who taught a course was given additional money to their base salary. Human Resources makes the monetary changes to the C-2's, but Dave wants the Deans to be aware of what they are paying the adjuncts, as the money comes out of each school budget. He has put together a spreadsheet that he keeps updated every semester showing what increases the adjunct faculty are receiving; it has the calculations for the increases on it as well. He offered to separate the data by school and send it to the appropriate dean; that will be done. It was suggested that perhaps in the future, C-2's can be eliminated the information pulled from the course demands on a spreadsheet as we do in off-term semesters. The process would be the same as off-term, with a cut-off date and any changes after that would be done on a C-2.
- II. **Visiting Lines (Karen)** – Visiting lines have historically been used to house faculty who have not earned their terminal degrees; visiting lines are being eliminated. The faculty in this position will be moved to lecturer lines. "Visiting" will only be used when referencing international visiting scholars who come to SUNY Canton. Contract letters for new faculty need to lay out the college's expectations regarding terminal degree requirements. Full-time temporary faculty will be referred to as adjunct instructor. These faculty would not have a notification date unless they teach four consecutive semesters; at that time would need to be notified.
- III. **Awarding 2 Associates Degrees (J.D.)** – We do not allow students to earn two associates degrees simultaneously; there must be 15 credit hours of different course work in order to obtain a second associates degree. There are some programs that are too close in subject matter to be allowed to earn both degrees. **Deans:** Have your departments look at their programs and define which programs are too close to be able to earn both degrees. **Karen:** Check with SUNY to find out the policy on double majors.
- IV. **Outdated Reports (Mike)** – In the near future, we will be asked to submit an institutional dashboard. There will be reports that will be needed for this report, and some that will not. The reports that we currently have will need to be reviewed and a decision made on which ones are needed and which are not. A process needs to be created for this.

New Business

- V. **Homeland Security/Emergency Management Program with Clarkson (J.D.)** - Dr. Szafran will reach out to Clarkson's president and ask him to check with the Provost/Dean to find out the status on this collaboration (timeline for completion, etc.). We have done all we can do on our end and cannot move forward until Clarkson submits their input. **J.D.:** Send Dr. Szafran an electronic copy of the proposal thus far.
- VI. **Program Updates (Deans)**
 - Gaming: Process moving forward
 - Mechatronics: Mechanical courses cannot be engineering technology; Mike will discuss with Dr. Szafran.

- Technical Communication: Faculty are meeting to have a discussion about it.
- Agricultural Business: Will ask the local farmers to look at the program, but we do not want to have to add a lot of new courses (maximum of 4–6 only).
- Accounting Bachelor's Degree: Process moving forward, close to completion.
- Early Childhood: Should have something within the next month.
- Hospitality Management: Dr. Szafran gave J.D. permission to convert Christina Lesyk from a part-time temp to a full-time temp for Spring 2015 in an effort to have her work on creating a Hospitality Management program.

Deans' Cabinet Action Items – January 20, 2015

I. **Banner/IT Questions (Kyle)** ~ Kyle discussed data processes and possible solutions:

Banner ~ Because of FERPA rules, all users do not have access to all Banner screens. However if there is a need for someone to have access to specific Banner screens, a request may be submitted through the Banner Advisory Group. If there are specific questions that need to be answered regarding Banner, Tess Murphy the committee's chair, would be the contact.

Work Flow/E-Signatures ~ Kyle talked about a new ticketing system called Service Now which would assist with back office functions. There are too many tedious, manual processes which require a lot of paper shuffling. Top priorities for automation include course changes (drop/add), change of major, and grade changes (with a confirmation at the end so the student knows that it has been processed and if not, will need to follow up). **Deans:** Identify all workflows in your areas, put a list together, and submit to Kyle who will take it to the Banner Advisory Group.

Back-Up: Data recovery, retention and security ~ SUNY Canton's critical data is hosted at the ITEC Data Center in Buffalo. If something happened to that center, the back-up information is also stored in Albany.

Kyle stated there are conferences and training tools available, however attendance in the past has been low. Conference information is available on the SUNY Center for Professional Development website.

II. **Self-Scheduling – Transfer Students (Karen)** – How do we make scheduling more user friendly for transfer students so they do not have to wait to be called back and scheduled by the dean's offices? It was decided that if transfer students' applications are submitted in a timely fashion, their tuition deposit is paid, all transcripts are submitted and evaluated, and they have a discussion with an advisor or dean's office, they will receive a registration code so they may schedule themselves. These students can register for courses beginning two weeks after the registration period so that current students can register first. It was also decided that faculty advisors will be hired to advise transfer students over the summer. There is concern that transfer students will inadvertently take courses they don't need or won't take courses they do need; this could cause problems with graduating on time and possible financial aid issues as well. Therefore, transfer students who admit late will need to have their scheduling done by the dean's office as usual. **Molly:** Find out from Admissions why transcripts are sent to dean's offices as a batch and not as they come in. **Karen:** Ask Memorie to generate registration codes for new transfer students and submit them to senior dean's office staff.

III. **Community College Transfers – ENGL II (Mike)** – Some community colleges may have a literature content in their English II courses that we possibly could be accepting as a literature course for transfer students. To benefit Open SUNY, we should be sure that we are accepting those courses that meet that requirement so students are not repeating something they have already taken. It is understood that all English II courses are not the same at every college. Also, Julie Parkman has updated the Reference Guide for Advance Standing database for the Career Services webpage. **J.D.:** Ask the Humanities Department to review the transfer database to ensure it is accurate. **Renee:** Invite Julie to a future Deans' Cabinet meeting to share the updated database with the Deans before posting to the website.

- IV. Reactive Training (Molly)** – Molly would like to have any new faculty teaching online to be prepared ahead of time so that there is no scrambling right before/once the semester begins.
Deans: Notify Molly of any new faculty scheduled to teach online courses so that her office can reach out to them for training.

Deans' Cabinet Action Items – January 27, 2015

- I. **Gainful Employment Federal Regulations (Kerrie & Sarah)** – Kerrie discussed the new reporting requirements for Gainful Employment Federal Regulations. This affects the certificate programs only, and all certificate programs that receive federal aid need to be leading to students finding employment. By July 31, 2015, we are required to report 6 years' worth of data to the federal government. They take the data and do a massive calculation which includes a debt to earnings ratio. Program outcome measures are also calculated. A suggestion was made to eliminate programs that are not leading to jobs. The question arose as to if the Individual Studies program requirements may be revised. **Karen:** Review State Education and SUNY requirements for the Individual Studies program to see if the program may be revised. **Karen:** Discuss this with Dr. Szafran next week.
- II. **Student Opinion Survey (Sarah)** – Sarah asked for feedback as to when to distribute the Student Opinion Survey; it was agreed the sooner the better. Every student will be solicited to participate in the survey; the survey is distributed online. 17 supplemental questions may be added to the survey. Sarah came up with a list of some questions which she felt would be helpful and will email them to the deans. **Deans:** Send Sarah a list of suggested questions by the end of this week. Sarah asked that the questions not be completely random, but be broad institutional questions.
- III. **Honors Convocation Recommendation (Karen) – Renee:** Set up a meeting with Karen and the Nominations and Awards Committee to discuss the criteria for this award.
- IV. **Canceled Classes – Procedure (Memorie)** – Going forward when a course needs to be canceled, a “do not reply” email will go out from the Registrar’s Office notifying students that their class is canceled. The email will advise the student(s) that they need to contact their Dean’s Office for assistance with adding another course in its place. The name and phone number of each Dean’s Office will be included in the email for student convenience.
- V. **Spring/Summer 2016 Course Demands (Karen)** – In continuing to work towards a permanent schedule, the courses being offered this spring/summer should be the “core classes” included in next year’s spring/summer course demands. The deans will notify the faculty that this is the course schedule that will be offered and if they are planning to do something different from this spring, they will need to let the deans know by a deadline. Eventually once this core of classes is built, days, times, and room locations that permanent, full-time faculty desire can be built into the schedule as well. **Deans:** Submit Spring/Summer 2016 course demands to Memorie and include courses, how many sections of each course needed, and if the course is online or face to face.
- VI. **Notifying Academic Jeopardy Students – Who is Responsible? (J.D.)** –Molly’s office emails students on Academic Jeopardy letting them know what it means and where they can go for assistance and services. **Molly:** Send Randy Sieminski, the Assistant Director of Athletics, and the coaches a list of students who are in Academic Jeopardy, as this seems to affect our student athletes.

- VII. Restricting Online Language Class Enrollments to Online Students Only (J.D.)** – The Humanities/Language Department faculty feel that students who are not exclusively online students should be taking their foreign language courses face to face and the online sections should be restricted to strictly online students. As the college does not have a mandatory placement policy, this concern would need to be presented to the Academic Standards Committee. **J.D.:** Notify the department that they will need to take this concern to the Academic Standards Committee for review/discussion.
- VIII. Freeing Up Another Hour Per Week for Faculty Meetings (J.D.)** – Some faculty have expressed frustration that there are no additional blocks of free time on the schedule for meetings in addition to the Tuesday/Thursday Noon-1:00 block. There are so many conflicts, that it is difficult to add additional meeting times. It was suggested that deans and departments coordinate and designate days for school/department meetings, etc. and adjust schedules so some time can be freed up.

New Business

- IX. Open House/Admitted Student Day (Mike)** – In order to plan better for Open House/Admitted Student Day, it was decided that the information for these events will be distributed as early as possible so that the faculty have time to plan. This will assist the deans in making sure their faculty are committed, reminded and given the location of where they need to be in a timely fashion. **Molly:** Ask Melissa to distribute information for these days as early as possible.

Deans' Cabinet Action Items – February 3, 2015

- I. **Aviation Camp/Budget (Lucas)** – Lucas Craig discussed the Aeronautical Summer Camp that he plans to host this summer for 22 local high school students grades 7-12. The goal of the summer camp is to get kids interested in engineering programs and recruit students. He has received some funding, but still needs an additional \$14,200. This money would go towards funding RC simulators, Flack Kits, and the building of a water tunnel. Once these items are purchased, they will never need to be purchased again. The items can also be used for the new Mechatronics and Gaming programs. Lucas is hopeful that in the future we can offer several camps over the summer and hire a director to handle the logistics. The Deans approved the proposal. **Renee:** Transfer money into Mike's incentive account.
- II. **Search/Hiring Process Recap (Karen)** – Dr. Szafran approved the proposed timeline for the search/hiring process. **Renee:** Notify David Rourke.
- III. **New Faculty Orientation (Karen)** – There is much preparation involved for newly hired people such as obtaining keys, parking permits, ID cards, office locations/set-ups, computers, etc. It was decided that the Monday before the first day of obligation will be structured to take care of these items, along with some intense training on UCan Web, Online Learning, advising, classroom technology, and classroom management. Faculty who are already here may also take advantage of this training if they wish. **Renee:** Set up some time for a discussion as to what will be included in the new faculty orientation.
- IV. **Eliminating Certificate Programs (Karen)** – The Deans recommended that the Health Science Career Studies (774) and Criminal Justice Studies (753) certificate programs be discontinued. Students who do not meet the program requirements for select Allied Health programs would be admitted into Individual Studies and students who do not qualify for Criminal Justice would be admitted into 001-Undeclared. It was also recommended that the Individual Studies program be revised to accommodate the needs of our students. The appropriate Deans will work with faculty to initiate curricular change paperwork.
- V. **Registering as Educational Trainer (Karen)** – This program is for NYC public assistance students only and could be very motivational for these students. Faculty would be required to keep daily attendance records for the students in this program. If Accommodative Services could administer the program, faculty would be notified like any other Accommodative Services student and would know they must take attendance. **Molly:** Discuss with Veigh Lee and see if she is willing to assist with this. The program would start in the fall semester. **Molly:** Talk to Courtney about support for these students.
- VI. **Honors Convocation Recommendation (Karen)** – Karen will be meeting with the committee this afternoon to discuss this award and ask them to develop some guidelines and criteria for this award.

Deans' Cabinet Action Items – February 10, 2015

- I. **Department By-Laws and Minutes (Karen)** - It is important that departments have by-laws and keep minutes that answer to how curriculum decisions are made and who gets to vote. **Deans:** Mandate that departments submit by-laws and minutes to the Dean's Office in case they need to be reviewed at a future date, to ensure that policies are not violated, and because accreditation bodies want to see that we have them.
- II. **Update: Honors Convocation Naming (Karen)** - The Nominations and Awards Committee will develop some criteria for this honor going forward.
- III. **Dropping Schedules (Karen)** – The data from the Registrar's Office was reviewed and discussed. Several options were discussed to try to get students, both resident and commuter, to process their bill on time and cut down on the number of schedules that get dropped. Most students who get dropped end up enrolling in the end, but in the meantime a lot of extra work is created for several offices. **Renee:** Ask Michaela to add this topic to the next Executive Cabinet agenda.
- IV. **L/A vs. Applied Courses Listing (Karen)** – The listing needs to be updated for clarity in liberal arts courses versus applied courses. The course content is what guides the distinction between the two; theory based courses are liberal arts and performance based courses are applied. When advising students, advisors should be using GER sheet, liberal art designator sheets, and a list of exceptions. **Deans:** Review list and send Renee anything that should be on the designator list.
- V. **Characteristics of Strong and Weak Promotion and Tenure Applications (Karen)** – It was decided that a Characteristics of Strong and Weak Promotion and Tenure Application will be created to be used as a best practices reference for faculty when they are putting together their portfolios for promotion or tenure. **Renee:** Set up a block of time where this can be more thoroughly reviewed and discussed.
- VI. **Feedback on Transfer Self-Scheduling (Molly)** – Transfer students will be able to self-schedule beginning this semester for Fall 2015; registration codes will come from Deans' Offices only.
- VII. **Feedback on Student Opinion Survey Campaign (Molly)** – Update on SOS campaign:
 - Residence Life will be emailing all resident students of what is being implemented as a result of input at town meetings
 - On behalf of academic support services, Molly addressed the Student Government Senate, sharing improvements
 - UP, Safety and Residence Life will be at next Senate meeting
 - Sue Law will be doing signs for Chaney to show what has changed with food services as a result of student feedback survey
 - Sharon Tavernier to reach out to FYP instructors to remind students to do the SOS
 - Encouraging participation via communication forums such as Dr. Szafran's blog

New Business

- VIII. Potential Graduate Timeline (Ken)** - Student Activities has requested that the potential graduate lists be due on February 27th; the rationale for the request is due to yearbook issues. The Deans are concerned this will cause extra work for their offices and their faculty and feel the potential graduate list deadline should remain during pre-scheduling when advisors are reviewing student records. **Karen:** Talk to Priscilla about this and let her know the Deans' concerns.
- IX. Academic Assessment (Dr. Szafran)** – Student learning outcomes must be measured and collected. Faculty need to be assessing course outcomes (4-5 SLO's are sufficient) in their own courses; the curriculum coordinators need to be collecting the data and moving it upwards (chair, dean, etc.). The instrument used to measure outcomes should be easy to complete and not cumbersome and SLO's should be put on a cycle. If e-portfolio is eventually purchased in TaskStream, it will link with BlackBoard; the storage repository for this data would be TaskStream.

Deans' Cabinet Action Items – February 17, 2015

- I. **Course Assessment (Karen)** – The Course Assessment and Review form was discussed, changes were suggested and made. **Renee:** Make changes to the form and send to Sarah to put into survey format.
- II. **Coding/Eliminating 774** – Applicants who do not meet Allied Health admission requirements will be admitted into 688-H. Additional coding details will be forthcoming.
- III. **Life Experience/CLEP (J.D.)** – The CLEP list will be kept up to date by Career Services. Departments that control a course are responsible for evaluating prior learning credit for equivalent courses. The Dean that oversees that department will assign faculty to evaluate the credit for prior learning. Departments may develop challenge exams to award course credit for their courses.
- IV. **Middle States Progress Report (J.D.)** – J.D. shared a list of items to be included in the progress report. He will send the list electronically. **Deans:** Please send J.D. any additions or suggested changes within the next week. He will share the draft of the progress report in mid-March.
- V. **Portal for Winter/Summer Term Enrollments (Molly)** – Ideas were discussed on how to eliminate the manual processes involved with the non-degree registration portal. A conversation needs to take place with I.T. to find a solution to this issue.
- VI. **Engaged/Not Engaged Participation (Karen)** – Deans will work with Department Chairs to educate adjunct faculty on the need to participate in the engaged/not engaged project. **Deans:** Share with advisors the names of students that were identified as not engaged in two or more classes for spring 2015. **Karen:** Share the list with Advising, Athletics and Student Life.
- VII. **Subaru (Mike)** - Opportunities for the automotive curriculum were discussed. Mike Newtown and the automotive faculty will be exploring options.
- VIII. **Liberal Arts List of Courses (Karen)** – **Renee:** Revise the form and title the last three columns “Also Meets Science”, “Also Meets Social Science” and “Also Meets Humanities”. **Renee:** Ask Travis to add this list to the Faculty Resources on the Provost web page, as well as the GER list. **Renee:** Send the revised list to Sharon Tavernier.

Deans' Cabinet Action Items – February 24, 2015

- I. **Compensation for Instruction /Cut-Off Date? (Karen)** – The cut-off date for per student internships will remain on census day. In the case of a special circumstance, a new C-2 will be generated by the Dean's Office and the faculty member will be compensated.
- II. **Adjuncts Teaching in More Than One School (Karen) – Deans:** Send Renee a listing of adjuncts that you plan to use and how many credit hours each adjunct is scheduled to teach at the time course demands are submitted.
- III. **Honors Convocation Recommendation FYI (Karen)** – A recommendation was made and decided upon.
- IV. **Fall 2016 Faculty Hires (J.D.) – Deans:** Create a spreadsheet of Fall 2016 needs and send to Renee. **Renee:** Combine into one document to share at Deans' Cabinet for discussion next week. **Renee:** Invite Shawn Miller and Dave Rourke to the March 10th Deans' Cabinet.
- V. **Part-Time Faculty-Directed/Independent Studies (Karen)** – UUP is concerned that part-time faculty who provide directed/independent study to students are not protected as they are operating as an official of the college. Going forward, a C-2 will be done for any part-time faculty providing directed/independent studies; there will still be no compensation. **Renee:** Look to see if there are any part-time faculty this semester and let the Deans know.
- VI. **Advising Loads (Master Advisor/Peer Advising) (Karen)** – UUP is concerned about unequal advising loads. Master Advisor/Peer Advising was suggested. A Master Advisor would enroll in an advising training program. There is a possibility of a small compensation. Student mentors could be set up to navigate the system and assist freshman with simple things such as drop/add process, GER's, etc.; however students would still be required to use their academic advisors. **Karen:** Talk to Molly and Sharon for their feedback. **Deans:** Let Karen know if there are people in your area that you feel may want to be involved in developing this.
- VII. **Math Department Proposal in Lieu of Advising (Karen)** – Suggestions made were a commitment of hours per week in the tutoring lab and assisting in the Advising Center. **Mike:** Ask the Math and Physics departments to propose suggestions of what they would like to do in lieu of advising.

New Business

- VIII. **Summer Face to Face Classes/Evening Classes – (Dr. Szafran) Karen:** Talk to Sarah about distributing a student survey to see if there is interest in face to face summer classes, residing on campus during summer term, and evening classes. A conversation would need to take place with facilities as well, as renovations and restorations are done in summer. **Deans:** Reach out to faculty and see if there is

interest in teaching face to face summer classes. **Karen:** Discuss with Molly and get her feedback as well.

IX. Fall Master Schedule (Karen) – Lenore is going to change the academic calendar to reflect moving advising week up. Timeline is as follows:

- Wed., March 18th - Memorie will have fall master schedules to the Deans, Department Chairs, and Curriculum Coordinators
- Fri., March 20th - Any changes to be sent back to Memorie
- Mon., March 23rd - Memorie will send revisions back to the Deans
- Wed., March 25th - Any errors will be reported back to Memorie
- Fri., March 27th – The final version will be completed
- Mon., March 30th – Fri., April 10th - Advising week will be two weeks long, and Registration week will remain the same.

Karen: Check with Memorie to make sure that this will not affect non-degree.

Deans' Cabinet Action Items ~ March 3, 2015

I. TaskStream - Course Assessment (Sarah) – The timeline for faculty to complete their course-based assessment will be as follows:

- March 15, 2015 – Institutional Scorecards due
- May 15, 2015 (Spring semester last day of obligation) – Deadline for faculty to update their course outlines
- August 19, 2015 (Fall semester first day of obligation) – Student Learning Outcome measures in each course will be completed and entered into TaskStream. Spring courses will be evaluated.

Sarah is developing an online video training and will conduct workshops over the summer. Erin will assign faculty to their courses in TaskStream.

II. Summer/Evening Survey (Karen/Sarah) – Survey was reviewed and some changes were suggested. Sarah will make changes and send to the Deans. Sarah plans to open the survey to SUNY Canton students after spring break, once the Student Opinion Survey is over.

III. A Signature means Yes (Karen) – Going forward, the items required for new hire recommendations will be the New Appointment Form (H-1) with all signatures, the search committee chair recommendation letter, the three reference letters that the candidate submitted, and the candidate's CV. There is no longer a need for "I concur" memos from the Deans and the Provost unless there is something more they want to add.

IV. Opening Bell – Registration times (Karen) – Registration will open at 8:00 a.m. for summer and winter terms. For fall and spring semesters, registration will open at 7:30 a.m. **Renee:** Let Memorie know.

V. Fall 2016 Hire Requests (Karen) – The requests were reviewed and discussed. **Deans:** Make revisions to your spreadsheets and send to Renee. **Renee:** Compile lists to present to Shawn and Dave next week.

VI. Outstanding Graduate – Change of Procedure (Dr. Szafran) – While the Deans didn't object to these changes, there is concern that SGA does.

VII. Course Outline Updates (Karen) – Updates will be due by the last day of obligation for the Spring semester (Friday, May 15, 2015).

New Business

VIII. Professional Employee Titles – Dr. Szafran suggested a review of job duties and classifications for some professional employees.

Deans' Cabinet Action Items ~ March 10, 2015

- I. Fall 2016 Faculty Hires (Karen)** – Karen explained to Shawn and Dave that we are attempting to better plan our search/hiring process by identifying faculty needs a year in advance. The Anticipated Hires 2016 spreadsheet was reviewed. Shawn felt comfortable with the search requests and she approved them barring any extenuating budgeting circumstances. She also reminded the Deans that budgets should be prepared by the end of April and course fees are due by April 1st. **Deans:** Give Dave a heads up if you feel your current searches could possibly fail.
- II. SUNY Excel Report (Sarah)** – Sarah shared a summary of data from the SUNY Excel Report. SUNY has become increasingly interested in the applied learning experiences of our students. Data on student internship experiences was not collected by SUNY prior to Fall 2014; therefore SUNY Canton should be evaluating institutional participation levels. Sarah will send the Deans the clear definition of applied learning that she received from SUNY. **Deans:** Send the definitions to the curriculum coordinators and ask them to provide you with a list of applied learning courses.
- III. Dual Enrollment MOU Template (Karen)** – The Dual Enrollment MOU was reviewed. Some changes were suggested and agreed upon. **Erin:** Make revisions to the MOU and send to the Deans for final review.
- IV. Midterm and Final Grade Submissions/Same Time (Mike)** – To eliminate faculty confusion on grade submission deadlines, it was decided that midterm and final grades will all be due at 9:00 a.m. This will begin in the fall 2015 semester. **Renee:** Let Memorie and Lenore know.
- V. Special Events for Academics (Karen)** – Campus sponsored events are handled by Diane Collins. Ideas were discussed about special events for academics. One idea was to have Erin handle the logistics of these events; another idea was to create an event application to determine the levels of support needed. A protocol is needed for these events; everything from logistics to budget planning. **Renee:** Add this topic to next week's agenda to discuss with Dr. Szafran.
- VI. Payson Prize Speaking Contest (Karen)** – Deans sent the information out to their faculty. **Renee:** Email the faculty a reminder next week.

New Business

- VII. Academic Assessment March 15th Deadline** - Sarah will send out a reminder to faculty who have not started inputting their institutional scorecard data into Taskstream. She will also send them the training videos she created.

Deans' Cabinet Action Items ~ March 17, 2015

- I. **30 Day/Selective Programs (Melissa)** – In keeping with good practice, we can no longer require students admitted into select programs to deposit within 30 days of admittance. Our NACAC (Admissions Accrediting body) membership would not be recognized if we opt to continue doing this, as it is not looked upon as a good practice. Some alternative ideas were discussed to ensure that our selective programs do not get overbooked. Melissa will call NACAC and ask them for some alternatives. She will also reach out to her colleagues and find out how they deal with this situation. She will let the Deans know what she finds out.
- II. **Special Events for Academics (cont'd) (Karen)** – Campus sponsored events will go through Diane. Diane or Erin can guide faculty with event planning logistics, but will only be responsible for certain large campus events. Smaller campus or outside events will be the responsibility of the school/department/faculty. The size of an event check list should determine the size of the planning group for such events. Offices such as Information Services, University Police, facilities, etc. that are on the check list need to be contacted and told they are on the list. These offices should also determine what their needs are when budgeting for overhead i.e., supplies and overtime. Shawn needs to be a part of the budget discussion.
- III. **Closing Residence Hall at 5:00 the Friday Before Break (J.D.)** – There is concern about students leaving early before breaks, thus missing classes. Although there is flexibility in staying overnight in the residence halls and there is a bus that leaves on Saturday, the charter buses with the cheaper fares leave on Thursday and Friday. Karen: Reach out to Courtney and ask her to send an email to the faculty notifying them of this. The best time to send the email out will be before each upcoming break.
- IV. **2015 Computer Replacements (Karen)** – Renee: Send email to faculty on the computer replacement list. Deadline to have requests back to Renee will be Friday, April 3, 2015. Renee: Check with Information Services to see if the computer replacing can be done less often.
- V. **Honors and Pinning Ceremonies (Karen)** – Karen needs to draft a policy for the Honors and Pinning ceremonies. There are pinning ceremonies for Nursing and Veterinary Technology. Dental Hygiene does a banquet paid for with student fee funds. As for honor societies, there is the Golden Key, Phi Theta Kappa, Tau Alpha Phi, the Criminal Justice Honor Society. EOP and TRiO also have induction ceremonies. Molly: Find out how EOP and TRiO ceremonies are funded. Deans: Ask faculty what they think about departmental events for graduating students?

New Business

- VI. STEP Program RFP (JoAnne)** – A request for proposals was released by State Ed for the sister grant to our C-STEP program for grades 7-12, secondary level. Presently in the North Country only two colleges participate; SUNY Potsdam and Clarkson University. Among the missing high schools not included are Ogdensburg, Gouverneur and Hermon-DeKalb. Do we want to try to pick up these gaps? The criteria for the program are minorities and economically disadvantaged groups; both criteria are required. 25% of number of students we want to serve must be in that group. We can ask for 30-99 students and \$60,000 would be the maximum award. April 14th is deadline to submit a proposal to State Ed. JoAnne will find out if we can require only one of the two criteria given the demographics of our area. She will let the Deans know what she finds out and will also reach out to some of the faculty.
- VII. Search Candidate Travel (Dr. Szafran)** – Dr. Szafran wondered if there is a way to coordinate search committees who have candidates flying here with his office in an effort to better serve both the candidates and faculty involved with picking up/dropping off candidates at the airport. As candidates make their own travel arrangements, this could be difficult. **Karen:** Talk to Dave Rourke to see if it is possible to do this.
- VIII. Middle States Response (J.D.) – FYI:** The Middle States response will be completed on March 27th and J.D. will be sending it to the Deans for review and feedback. It is due to Middle States on April 1st. **Deans and Karen:** Please provide your CV's to J.D.

Deans' Cabinet Action Items ~ March 24, 2015

- I. **Reference Guide to Earning College Credit by Examination (Julie Parkman)** – Julie provided an update on the progress of getting the CLEP center up and running. There is need for a secured, locked room or closet for which its sole purpose is to house the charging stations for the laptops. Mike offered a closet at the CREST Center as a possible space for the laptops. There was discussion on the exams which are and potentially could be offered and when review of these exams would take place. Dr. Szafran requested that an updated list be sent to the departments, via the Deans, for approval. **The departments** will be given two weeks to make their recommendations, including acceptable exam scores, upon receipt of the list. It was noted that we currently do not accept any General Education credits from the high schools except for the languages. **Julie Parkman** will make recommendations to accept specific courses as Gen. Ed. or a General Elective and will attach the course curriculum to the list if possible. A suggestion was made to combine all of the examinations into a single PLA document eventually. Once review of all the exams is complete, the list will be updated. CLEP and AP exams will be reviewed this semester, DSST exams will be reviewed in the Fall, and IB will be reviewed at a later time. It was suggested that Memorie Champine would be a valuable resource in checking the course numbers and number of credits.

Deans' Cabinet Action Items ~ March 31, 2015

- I. Chinese Partnerships (JD)** – The Beijing PathPro Project is still not approved, as the Chinese government is pushing them to pull students from deeper within the high schools and do a 5+2 program. The Deans agreed to consider participating in the 5+2, which will be in the Finance and Management programs. J.D. asked Beijing for more details, which were received written in Chinese. The visiting scholar is translating the documents and once that is done, this topic will be re-visited.
- II. English as a Second Language (ESL) (JD)** – There is concern regarding non-English speaking students here at SUNY Canton and their chances for success. This seems to be an issue for some of our student athletes. **Mike:** As the athletic faculty liaison, Mike will talk with Joe Carbone and Melissa Evans to discuss possible solutions. **Molly:** Discuss options with Erin Lassial.
- III. Middle States Letter FYI (JD)** – Pending any additional comments or questions, J.D. will be submitting the Middle States report tomorrow (4/1/15).
- IV. Carthage (Mike)** – Carthage High School has approached us regarding a dual enrollment program for their seniors. Because of their association with Ft. Drum, they have substantial funding available to their students. The problem is credentialing high school faculty; we need to be reassured that the rubrics and assessments they are using measure up to the college level. **Mike:** Check with Carthage to find out if they have an English faculty member who has the needed credentials. **Mike:** Request a list of faculty from Carthage so their qualifications can be reviewed. Once that is done, this will be discussed again.
- V. Non-Dell Support for Faculty/Staff Computers (Karen)** – Macintosh computers are legitimately needed for the Graphic and Multi Media Design, Gaming, and Digital Arts programs. Our academic areas need to be accommodated. **Renee:** Set up a meeting for Karen, J.D., and Mike to discuss faculty collaboration within these programs before moving forward.
- VI. Portfolio Training FYI (Karen)** – Karen is meeting with new tenure-track faculty one on one to discuss portfolio training. A portfolio training presentation will take place during the new faculty orientation in the fall.
- VII. Leadership Lecture Series (Erin)** – Discussion on how to better publicize the Leadership Lecture Series presentations. Emails are sent to students, faculty and staff and Greg Kie posts the events on Facebook and Twitter as well. There are also flyers posted to Student Activities bulletin boards, however those bulletin boards are limited on campus. **Deans:** Post flyers in your academic areas. **Erin:** Reach out to Michelle Currier to see about posting large flyers in the library as well as putting the information on the library TV screens.

Deans' Cabinet Action Items ~ April 7, 2015

- I. Course SLO Assessment (Karen)** – Course outlines are to be updated by the last day of obligation (Friday, May 15th). Faculty will load updated SLO's and course descriptions into Taskstream. Erin will let the Deans know when she is assigning the fall courses. TBA courses cannot be loaded into Taskstream so those courses will initially be assigned to the department chair and the Deans will let Erin know when there is an instructor assigned. Department chairs will have access to the courses in the disciplines they oversee. New course objectives are to be entered into Taskstream prior to the start of the fall semester. **Karen:** Talk to Sarah and Janel about giving department chairs access to their areas. Also ask about adding folders to Taskstream to better organize the data for the chairs. **Mike:** Send Erin a list of designators and course numbers in your school that outline which courses belong to which department chair. **Deans:** Warn your department chairs that when we start doing the fall courses, they will be seeing all courses in their areas in Taskstream. **Karen:** Talk to Dave Rourke about revising the adjunct appointment letter to include Taskstream and SLO information.
- II. Budget Requests (Karen)** – Budget requests are due to Shawn Miller by May 6th. **Deans:** Include funding for faculty positions where searches were unsuccessful this year. Once compiled, send your budget requests to Shawn, Terry and Renee.
- III. Veterans/withdrawal process/online (Molly)** – A military student expressed frustration regarding the lack of an online form workflow process and non-business day dates. Making the website more user friendly was also discussed. All information and policies should be housed in one place with links to the appropriate offices; specifically the One Hop Shop. **Dr. Szafran:** Talk to Shawn and re-visit the possibility of a Banner workflow process for some campus forms. **Karen:** Speak to Memorie and Kerrie to discuss the possibility of a One Hop Shop webpage. Ask them to go through their individual webpages to see if there are matching policies for both areas that can be housed on one webpage, which can then link to their specific areas. Molly also suggested including some language to the non-business day dates for those students who are not physically here on campus.

- IV. International Programs (Karen)** – SUNY requested an update on their list of international programs. The list was reviewed and updated. **Renee:** Make updates to the list and send to SUNY.
- V. Department Chair Role in Student Grievance/Best Practices (Karen)**
– When handling student complaints, Department Chairs need to make sure that they are requiring students to put their grievances in writing so that there is no question as to what the student is grieving. **Deans:** Remind Department Chairs to require students to submit their complaints in writing.

New Business

- VI. Middle States Update** – The Middle States Periodic Review will be due June, 2018. The review is an interim look to ensure that we have followed through with their 2002 recommendations.

Deans' Cabinet Action Items ~ April 14, 2015

- I. Peer Review Committee Composition (Karen)** – A discussion ensued regarding a more generic, consistent process for the composition of peer review committees. A defined procedure is needed to protect untenured faculty. When the peer review process was introduced, the decision was that each department would come up with their own guidelines. However not all departments have a clear definition of the peer review process, which is problematic. It was suggested that one of the governance groups along with UUP form a committee to address this. **Karen:** Reach out to Liz Erickson and Dave Hartle and request a committee be assembled to discuss this and come up with appropriate solutions to bring back to administration.
- II. People Admin Workflow for H-1 and C-2's (J.D)** – People Admin is not set up to perform this type of workflow. Dave and Dr. Szafran have talked with Kyle and Shawn regarding options, which are still being discussed. For now the process will remain as is.
- III. English as a Second Language (ESL) (Mike)** – Mike met with Melissa Evans, Joe Carbone and Johanna Lee to discuss ESL. Everyone agrees we should be doing ESL on this campus. To teach English as a Second Language, one must be certified. Currently we send students to Fulton-Montgomery for ESL and give them a conditional admit; unfortunately those students usually decide to stay at Fulton-Montgomery. Although we do not have many non-English speaking students, our athletic departments have been recruiting in Puerto Rico. Suggestions were made in ways to acclimate these students and get them prepared for success at SUNY Canton. One suggestion was to bring in an outside company. **Renee:** Ask Michaela to add this topic to Executive Cabinet so that it can be discussed there. **J.D.:** Discuss this with the Humanities Department and get their thoughts on this subject.

Deans' Cabinet Action Items ~ April 21, 2015

- I. **Chancellor's Applied Learning Initiative (Karen)** – Diane Para would like to get feedback from the rest of the Applied Learning Committee in regards to the commitment letter before sending it to SUNY. Once the letter is completed, Diane will forward it to Deans' Cabinet for review and approval before sending it to SUNY.
- II. **Personnel Handbook (Karen)** – Changes to the minimum qualifications piece in the Personnel Handbook were discussed, as it needs to be consistent with the rank matrices. **Renee:** Send Deb Molnar the changes and set up a meeting for Deb and Karen to discuss them.
- III. **Add/Drop Form Issues (Karen)** – The Registrar's office receives many add/drop forms through fax and email; mostly from students who are not physically on campus. Up until this point if the \$20 add/drop fee is not paid, the form is held and is not processed until the student pays the fee. This procedure has caused problems for some students, specifically those who receive financial aid; and most recently a student who receives VA benefits. Because of this issue, Memorie suggested a possible solution which was brought to Deans' Cabinet. The hope is that this procedure can be put in place beginning for summer term if possible. The suggestion is that **all completed** (i.e., has **all** required signatures) add/drop forms be processed when they are received by the Registrar's Office. If the fee is not paid at that time, a hold would be put on the student's account until the fee is paid. The hold would prevent the students from viewing their grades, registering for future courses, etc., (the same as with any other monetary hold). **Renee:** Check with Shawn and Kerrie to see if there would be any problems associated with putting this procedure in place.
- IV. **Finish in 4 (Dr. Szafran)** – Dr. Szafran would like to implement Finish in 4. Students meet with their advisor and courses are made available for them to graduate in the appropriate timeframe. If the college is at fault and the courses are not available for the student to graduate on time, the remaining needed courses would be free to the students. This pertains to courses offered by semester, not specific to day of the week, time of day, face to face vs. online, etc. With DegreeWorks on the horizon, students should be creating a two-year plan, ideally in their FYEP course. The plan would get updated each semester when the student meets with his/her advisor and any changes would be noted in the student's record.

Deans' Cabinet Action Items ~ April 28, 2015

- I. **Banner Workflow Update (Molly)** – In a continuing effort to eliminate the cumbersome paper processes in offices on campus, Memorie reached out to other campuses to find out the cost of implementing these workflows. Her understanding from SUNY New Paltz and SUNY Delhi that these licenses are included with Banner with no additional costs if we own Banner, which we do. **Renee:** Ask Michaela to add this to the agenda for Executive Cabinet and ask her to invite Kyle.
- II. **Cybersecurity/SUNY Degrees (Molly)** - Admissions counselors and Patrick Massaro have stated that there is much potential student interest in a Cybersecurity degree at SUNY Canton. **Mike:** Talk with Minhua Wang about the possibility of putting a proposal together.
- III. **Student Course Comments Question (Karen)** – A faculty member asked if Student Course Comments could be done in courses in three week block and seven week courses as soon as the course ends. **Renee:** Talk to Kevin Elliott to see if this is possible.
- IV. **Revised Credit Validation Form/Guidelines (Karen)** - Changes were reviewed and further suggestions were made. **Renee:** Update changes and bring back to Deans' Cabinet for final approval.
- V. **Blurb for Conferring Graduates at Last Faculty Assembly Meeting (example below):**

State the following:

The faculty and staff in the School of Science, Health and Criminal Justice present the students in the following curricula to be certified for graduation:

<<Read the program names from the graduation list that the Registrar's office distributed. You **do not** need to announce the students' names.>>

LAW ENFORCEMENT LEADERSHIP

CRIMINAL INVESTIGATION

DENTAL HYGIENE B.TECH

FUNERAL SERVICES ADMINISTRATION

HEALTH & FITNESS PROMOTION

HOMELAND SECURITY

NURSING BS

SPORTS MANAGEMENT B.B.A

VETERINARY SERVICES MANAGEMENT

VETERINARY TECHNOLOGY

CRIMINAL JUSTICE

DENTAL HYGIENE

INDIVIDUAL STUDIES

NURSING

PHYSICAL THERAPIST ASSISTANT

VETERINARY SCIENCE TECHNOLOGY

CRIMINAL JUSTICE STUDIES

HEALTH SCIENCE CAREER STUDIES

PRACTICAL NURSING

Deans' Cabinet Action Items ~ May 5, 2015

- I. **Revised Credit Validation Form (Karen)** – This process will be re-looked at in the fall with Dave Rourke (Human Resources) and the new Provost. It is proposed that for searches beginning in the fall, the form will be sent out with the contract letters for newly appointed faculty members, signed and returned. At that time, it would be acted upon when all appropriate documentation has been verified. The Deans approved the revised form.
- II. **Sports Teams Traveling During Finals Week (J.D.)** – It was requested that the Athletic Department let the faculty know what teams, student athletes, etc. will be traveling for playoffs (as well as the dates) ahead of time during finals week so that faculty can make arrangements for the students to make up their finals. **Karen:** Reach out to Randy Sieminski and ask him to communicate this information to the faculty.
- III. **Electronic Notification When Faculty Grades Are Submitted (J.D.)** – In order to streamline the final/mid-term grade submission process to ensure that all grades are submitted, can Banner be set up to give faculty an error if all grades are not entered? **Karen:** Ask Memorie to check with the Banner Advisory Committee to see if that can be done.

New Business

- IV. **Failed Searches Carrying Over to Fall FYI (Ken & J.D.)** – There are several searches that failed as well as some faculty resignations which will result in a need to re-run them in the fall. This information was relayed to Shawn Miller when the 2015-16 budget requests were submitted this week.

Deans' Cabinet Action Items – May 12, 2015

- I. **Cost Per Program Methodology (Sarah)** – In an effort to better plan in terms of what it costs to run programs, Sarah pulled data and explained her methodology for doing so. The data was reviewed and suggestions were made. Sarah will put together a master list of programs and share it with the Deans.
- II. **Reminder: Summer Contract Letters Ready – Additions? (Karen)** – Any changes for summer term now have to be done on C-2's. **Renee:** Ask Dave Rourke to send the summer term spreadsheet to the Deans so they can review it; also ask Dave what the drop deadline is for summer C-2's.
- III. **Shred Con – Certified Shredder Company: FYI (Karen)** – Karen informed the Deans that the college now deals with a certified shredder company (Shred Con) that will bring a shredder box to any campus office and do your shredding on a weekly basis (or as needed).
- IV. **Summer Session Enrollments/Planning Tools and Opportunities (Molly)** – Open SUNY's course offerings are large this summer and there is concern that we are opening registration for summer too late. Other campuses are allowing registration in March and we do not open registration until April. The competition is hurting our summer enrollments and we need to be more strategic now. Suggestions were discussed. One idea was to survey non-degree students taking summer courses to find out what high demand courses they would like to see taught in off-term semesters. **Molly:** Talk to Sarah about developing such a survey. **Molly:** Discuss with Memorie the possibility of opening our summer registration earlier. **J.D.:** Work with Molly and Sarah on determining strategies for this year's winter term and next year's summer term.

Deans' Cabinet Action Items – May 19, 2015

- I. **Mentorship Program (J.D.)** – Jill Martin proposed a new faculty mentorship program she would like to implement for fall and spring semesters. Her proposal includes preliminary research and development of mentorship, implementation and networking, communication, and assessment. The Deans agreed to fund the program. Jill will mentor faculty in all three schools. Jill will be invited to a Deans' Cabinet in early fall to give an update and feedback on the program. **Renee:** Set up a meeting for Jill and Karen to meet and talk about the program in greater depth.

- II. **Student Course Comments (J.D.)** – Last semester, division/institution percentage columns were added to faculty Student Course Comments. The number of respondents rather than number of students registered in the course are now what is calculated. Whatever changes are made to the Student Course Comments going forward, the Deans do not want to lose this benchmark process. **Renee:** Email Liz and Dr. Szafran and ask that those percentage columns continue to be calculated.

- III. **Ft. Drum Opportunities/Update (Molly)** – Melissa and Patrick Massaro went to Ft. Drum last week and they are interested in pursuing things with SUNY Canton. Jefferson Community College is eager to work with us as well. They are interested in our online degree offerings. JCC has a physical presence on base, so it could be beneficial for a partnership with them. A gentleman from JCC will be here on June 23rd for a discussion. The Deans agreed to attend to see what they have to offer. **Renee:** Add Melissa and Patrick to an upcoming Deans' Cabinet to prepare the Deans for the discussion topics. **Molly:** Get topic information from Melissa and share with Deans.

New Business

- IV. **CLEP Testing Update (Molly)** – CLEP testing will be up and running next week at the John L. Halford building (the old University Police building).

- v. **Annual Reports –**
 - a. Major Accomplishments
 - b. Problems Solved (Bulleated points)
 - c. Problems Unresolved (Bulleated points)
 - d. Plans for the Upcoming Year (Bulleated points)

Deans' Cabinet Action Items ~ June 2, 2015

- I. **Degree Works (Memorie & Sharon)** - FYI: Sharon discussed petitions, exceptions, and attribute codes and explained that they are currently working with staff to clean up the workflow process in Degree Works.
- II. **Transfer Credit Approval Process (Memorie & Sharon)** - There have been some issues where transfer credits are not rolling. This is causing problems for students who are trying to get into courses which have pre-requisites and when they are trying to figure out what year they are in (i.e., freshman, sophomore, etc.) and at what point they are able to register for their courses during pre-registration. Karen advised Memorie and Sharon to start a list of students whose transfer credits are not rolling and bring to the Banner Advisory Committee to find out what is causing the problem. **Deans:** Make sure advisors are reminding students to be looking at their Degree Works audit to ensure that everything that should be there is there to prevent problems in the future.
- III. **Catalog Year Changes (Memorie & Sharon)** - Concern that we do not have a written formal policy that says what check sheet students are required to use. Degree works uses the most current check sheet. Karen advised Sharon and Memorie to draft a policy they would like, send the draft to Dean's Cabinet for review. Once approved, the policy draft will go before the Academic Standards Committee. Karen also advised Sharon and Memorie to talk to Kerrie about how their proposed policy will affect financial aid, if at all. Sarah also should be part of the conversation.
- IV. **Advising Survey Results (Molly)** - Overall survey results were shared, including student comments. Online advising is important, it keeps these students feeling connected to the college. J.D. suggested creating canned letters that can be sent to students, reminder emails, frequently asked questions that can be cut and pasted into the emails, etc. to help faculty who advise online students to stay connected to their advisees with more ease. Video tutorials are also helpful.
- V. **New Faculty Orientation (Finalize) (Karen)** - **Renee:** Send out the faculty orientation listing we created to the Deans. Deans were fine with it. **Erin:** Work on getting the logistics taken care of for this orientation.

- VI. Faculty Mentoring (J.D.)** - Deans approved Jill's mentoring C-2. **Renee:** Revise Jill's C-2 and send it forward.

- VII. International Partnerships (J.D.)** - Coordination of international initiatives will need to be discussed with the new Provost. A study abroad experience was discussed. The current local policy will not allow a student to be non-degree and full-time. Other possible solutions will be explored.

New Business

- VIII. ESL: Brockport FYI (Molly)** - SUNY Brockport has space on campus for ESL, they recruit heavily. Dr. Scheidt will be helpful when he comes on board, he knows about the program and the coordinator.

- IX. Middle States Update (J.D.)** - Middle States should be getting back to us in the next week or so from the report we submitted.

Dean's Cabinet Action Items ~ June 9, 2015

- I. **Ft. Drum/JCC Prep (Melissa & Patrick)** – A representative from Jefferson Higher Education Center (JHEC) will be coming to campus to discuss a collaboration between SUNY Canton, JCC and Ft. Drum; there is a large population of soldiers and their families on base at Ft. Drum. Melissa and Patrick discussed with the Deans the education programs currently available to soldiers and the opportunities they are hoping SUNY Canton will explore with Ft. Drum/JCC. Ideas were discussed on how to feasibly make this work with the potential roadblocks that could prove problematic (i.e., deployment, small enrollments in programs, etc.). Some solutions were suggested such as hybrid course offerings and teaching introductory courses at JCC at flexible times. **Deans:** Provide Melissa and Patrick with a list of programs that you are willing to consider. **Deans:** Let Patrick know of any questions that you would like him to ask when he is on base next. **Molly:** Let the Deans and Provost know when the representative will be coming to campus to meet.
- II. **New Courses in Program Proposals (Karen)** – **FYI:** From now on when sending a program proposal to SUNY, course outlines will need to have an example of a grading policy, no just A-F. **Ken:** Find out from Deb Backus if there were new outlines in the Nursing Dual Degree program that was sent to SUNY.
- III. **Assessments in the Major (Karen)** - Please reach out to any faculty that should have their Assessments in the Major done. **Deans:** When you receive them, please forward them to Renee.
- IV. **Two Weeks of Advising (Karen)** – As long as the master schedule can be done early, the Deans are not opposed to two weeks of advising. Memorie would like course demands at the end of the first week so that she can be prepared to have the master schedule ready a week early and have time to review it. **Deans:** Let the department chairs know that they need to submit their course demands a week earlier. **Karen:** Look at the academic calendar to see how to make this work.

Dean's Cabinet Action Items ~ June 23, 2015

- I. **Review - Computer/New Faculty Hires (Karen)** - Computers may only be purchased twice a year; May and December. **Deans:** When preparing your budgets from now on, please plan a year ahead of time for computers you may need for new faculty and staff.

- II. **New Faculty Orientation Update** - Erin has reserved rooms, ordered food, and made arrangements to have Tammy Carr come to the One Hop Shop to give out keys to the new faculty. She will be sending out an invitation letter to the new faculty. **Deans:** Let Erin know if you think of anything that you would like added to the invitation no later than Thursday, July 2, 2015.
 - a. **Faculty Scholarship Recommendation** - Some faculty were recommended to discuss scholarly work with the new faculty at orientation. **Karen:** Reach out to these faculty to see if they are willing to have a dialog with our new faculty.

 - b. **Gift baskets** - Items suggested to be put into the gift baskets included a gift card to Cyber Cafe, a thumb drive, portable charger, USB hub, mug, and lanyard.

 - c. **President's Reception** - Dr. Szafran will be hosting a new faculty reception on Wednesday, August 19th from 11:30 - 1:00.

New Business

- III. **Chief Academic Officer Conference** - Mike briefly discussed the highlights of the CAO conference. He emailed his notes from the conference to the Deans' Cabinet.

- IV. **Chancellor's Awards for Excellence** - Dr. Szafran would like to see nominations submitted for the Chancellor's Awards for Excellence; Faculty Service, Librarianship, Professional Service, Scholarship and Creative Activities, and Teaching. **Dr. Szafran:** Talk to Liz Erickson to discuss expanding the charge of the Awards & Recognition Committee to include these awards.

Deans' Cabinet Action Items - July 21, 2015

- I. **Tenure Matrix Updates** –Because the tenure matrices are relatively new, a process for changes and updates has not yet been put into place. The requirements for the tenure matrices need to be defined and completed so there is clarity for faculty as to what is expected and required for tenure and promotion during review. It was assumed that with acceptance from administration, departments could change their matrix through the faculty governance process; however, this needs to be confirmed with the Presiding Officer. A procedure and approval process needs to be put into place. **Ken:** Reach out to Liz Erickson and find out if faculty governance plan to take ownership of the matrices or if going forward, it will be done at the administration level.

- II. **Upcoming Deans' Retreat?** ~ **Renee:** Schedule a Deans' Retreat at the Alumni House.

- III. **Chairs/Directors Forum?** ~ A discussion revolved around a variety of ways to enhance communication, both as a way of introduction for the Provost or as an ongoing basis. Examples included two "coffee and" drop in events in the Provost's office (introduction), requested invitations to Deans' School meetings and Departmental meetings (introduction), and twice a semester Chairs and Directors forums with the Provost (ongoing). Another suggestion was "management by walking around" in which the Provost would drop-in to offices around campus (introduction and possibly ongoing).

Deans' Cabinet Action Items – August 4, 2015

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

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

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

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

accrediting bodies, not just Middle States. We want to avoid having to measure the same thing twice and write two identical reports. **Renee:** Add this topic to the Deans' Retreat agenda.

- V. **SUNY Excels (Doug)** - FYI: There is an upcoming meeting with the President, Provost, Sarah and Liz to create a draft of what our metrics should be based on SUNY Canton's strategic plan and seven goals. Once the strategic plan is "refreshed" those items will be listed under goals and decisions can be made based on that data.
- VI. **2016 Summer Grant (process for nominating)** - Doug would like to create a process for reviewing and approving nominations for grants. **Renee:** Add to next week's agenda for further discussion.

New Business

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

Deans' Cabinet Action Items - August 11, 2015

- I. Off-Term Compensation Issues (Doug)** - For under-enrolled courses during off-term semesters, enrollments for compensation purposes are determined on the 2nd day of classes at 4:00 p.m. for each session. If faculty agree to allow students in after that deadline, there will be no compensation; however on the flip side, faculty will not be penalized for students who withdraw. It was decided that this policy will remain as is. **Renee:** Ask Dave Rourke to add the policy for off-term compensation to faculty off-term contract letters.
- II. Course to Program SLO Coding (Doug)** - This programming is now in Taskstream so faculty can put their data in. Sarah is going to do a video tutorial and put it on the IR website. **Deans:** Communicate to the faculty that this mapping is ready and let them know there will be a training schedule for support to make the transition. A schedule for course to program SLO coding was suggested:
1. Assess each student learning outcome in Taskstream. The assessment SLO's will be embedded in each course. Course SLO's to be coded to program SLO's as well. This should be ready to go and entered into Taskstream by the third week of classes.
 2. Data collection needs to be done by the time final grades are turned in.
 3. Changes to a course based on what has been assessed and learned needs to be done by the end of the year after conclusions are reached. In January when course changes are made, syllabus changes are made to be ready to distribute to spring students.
- III. Retention Committee Charge (Doug/JD)** - In keeping with their charge, the engaged/not engaged program should be taken on by the Retention Committee. There should also be a process as to how the outcome data will be used and what consequences there will be for those who do not participate. **Doug:** As this committee reports to Faculty Assembly, ask Liz to make the request and give a deadline for next semester to make recommendations. For now, the engaged/not engaged deadline will remain 9:00 a.m. on the Tuesday following the end of the third week of classes:
- * Tuesday, September 15, 2015 at 9:00 a.m. for the fall semester and
 - * Tuesday, February 9th, 2016 at 9:00 a.m. for the spring semester
- Renee:** Ask Lenore to add these dates to the academic calendar.

- IV. State of the Campus Review (Doug)** - Doug will yield the floor to the deans to introduce the new faculty and announce promotions and continuing appointments. Doug will be speaking to the faculty at Faculty Assembly. **Deans:** If you have not already done so, please send Lenore your slides.
- V. Polo Shirts for Faculty (Doug)** - Shirts have been ordered for faculty and staff in the Deans' Offices.
- VI. Deans' Cabinet Plus (Doug)** - Doug suggested having one Deans' Cabinet per month to include Memorie, Sarah, Melissa, and JoAnne if she is interested. The Deans agreed. **Renee:** Discuss this with Memorie, Sarah, Melissa, and JoAnne. Schedule an upcoming Deans' Cabinet Plus meeting.

New Business

- VII. Possible Summer Opportunities (Dr. Szafran)** - A discussion took place regarding the possibility of teaching more face-to-face courses in summer and allowing students to live in residence halls. Suggestions made were:
1. In addition to General Education Requirements, offer fun courses such as Adirondack-related, literature, art, or photography, courses. This will give us a chance to take advantage of our beautiful campus and surrounding area.
 2. Pro-rate the cost of what we would charge for a full semester for staying in the dorms; Kennedy Hall could support this to keep campus active in summer.
 3. Increase number of athletic camps to generate more revenue and help justify operating the dining services.
 4. Re-visit the Jump Start Program for students who are denied fall admission to give them an opportunity to take their remedial course requirements in the summer as a conditional acceptance so they could get financial aid. If successful, they would be admitted for fall. Could we apply for a grant to run this until we are self-sustaining and can generate revenue? Is there money available to expand EOP so we could expand early arrival?
Molly: Check with Admissions and find out number of students we are not accepting. **Molly:** Bring forward the Jump Start information to the Deans' Cabinet so it can be tweaked to fit what we want to do successfully.

Deans' Cabinet Action Items - August 25, 2015

- I. **ISA SL Levels (Doug/Dave)** - ISA SL levels in regards to academic ISA positions was discussed. Going forward, the college will need to be more thoughtful that the job title is within the job description of the classification when hiring new employees. It was suggested that to be consistent, a pay increase scale be made within the grade so jobs are not having to change their duties and expectations. It was also suggested that a committee be set up with the union, Shawn Miller, and Dave Rourke to work on creating a matrix within the job description where basic classifications are more defined and salaries are more equitable. **Dr. Szafran:** Pursue this with the union.
- II. **Enrollment Plan (Molly/Sarah)** - The Enrollment Management Working Group has been working over the past year to create a strategic plan for recruiting students. Sarah provided her data summary showing optimal program enrollment with 2016-17 targets. We are attempting to look at recruiting students more strategically, rather than just admitting as many students as we can. With the exception of some of the Allied Health select programs, there are not any programs that do not have room to grow significantly in the short term. Another piece that Sarah captured was the cost per program vs. size of enrollment and how adding one student to a costly program makes a fiscal impact for the college. Admissions promotes the college, but enrollment is everybody's business. We need to go after the population that is truly trying to invest wisely to grow the college. Retaining the students we already have is also key; students who leave without completing their degree take money away from the college. **Sarah:** Make this data user friendly for the Admissions staff and distribute it to them. **Sarah:** Send Deans' Cabinet the updated version of the 2015 enrollment data at the time of census date. **Deans:** Remind the faculty of their roles in regards to retention. Keep in mind scheduling efficiencies when working on course demands.
- III. **2016 New Hires (Mike)** - Reviewed 2016 hires spreadsheet and Deans discussed which searches that failed that they would like to run again this year. **Renee:** Update the spreadsheet per the discussion and send to Deans' Cabinet to be re-looked at again with Shawn Miller.
- IV. **Seamless Transfer (Doug)** - Our seamless transfer data spreadsheet is due to be submitted on October 15, 2015. **Renee:** Re-send the spreadsheet to the Deans. **Deans:** Populate the spreadsheet and Doug will meet with you individually to discuss the state of your seamless transfer.

Deans' Cabinet Plus Action Items ~ September 1, 2015

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

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

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

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

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

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

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

Deans' Cabinet Action Items ~ September 8, 2015

- I. **Academic Assessment Committee** - It was decided that a third faculty member from each school be selected to serve on the Academic Assessment Committee. **Deans:** Select someone from your school to serve on the Academic Assessment Committee. Let Jennifer Waite and Renee know who you choose.
- II. **Baseball** - There is continuing concern regarding non-English speaking students recruited from Puerto Rico to play baseball and their chances for academic success. Options were discussed as to how to tackle this issue before these students travel here from Puerto Rico only to be sent home. It was suggested that students be required to write a personal statement prior to being admitted. **Molly:** Follow up with Melissa and Courtney to see what conversations have been had with the baseball coach. **Molly:** Speak with Melissa about the possibility of requiring students to write a personal statement.
- III. **Summer Data Analysis** - Molly shared data for summer enrollments. Numbers are on target with numbers from last year; no significant trends. **Deans:** Encourage faculty to post their syllabi in a timely manner for off-term semesters, as students shop around early and want to see information on courses.
- IV. **Early College High School History** - A discussion ensued in regards to attempting to participate with the dual degree program with high schools (specifically Carthage High School). As the ongoing problem is the credentialing of high school faculty, it was suggested that utilizing a faculty mentor be revisited. The mentor would assure that the course being taught by the high school teacher is parallel to our course. **J.D.:** Call and respond to Carthage High School.
- V. **Strategic Plan/SUNY Excels Matrix of Metrics (M.o.M.)** - Data for the SUNY Excels M.o.M. was shared and reviewed. Number of degrees and time to graduation were two items that were pointed out to be missing. **Doug:** Let Sarah know that data needs to be included.
- VI. **Scheduling Efficiency** - Doug demonstrated a process for making scheduling more efficient for both face to face and online course offerings. We need to make sure we are identifying needs and matching them with the course demands. **Deans:** Look at last fall/spring courses to see if future scheduling might merit a different approach.

Deans' Cabinet Action Items ~ September 15, 2015

- I. Diversity Office Search** – Courtney & Doug shared the memo from the SUNY Diversity Task Force that outlines the position description, qualifications, and preferred qualifications for the Campus Diversity Office position. It was decided that ½ of this position will be Lashawanda's position. The other half will be a faculty member and the title will be posted internally as "Academic Diversity Officer". The two will work collaboratively together and share duties. It was also decided that a functioning advisory committee comprised of faculty and staff will be created. The deadline to have a person in place is August 15, 2017. Some questions arose that will need to be answered at the Executive Cabinet level. **Renee:** Ask Michaela to add reporting structure, term, summer issue (faculty on a 10 month term), and presidential goals to the EC agenda. **Doug:** Draft an operational chart consisting of duties and qualifications of the Academic Affairs Co-Campus Diversity Officer and Student Affairs Co-Campus Diversity Officer. He will send the draft to Courtney and the Deans for review.
- II. VP Advancement Search – Deans:** Send any thoughts, comments, and/or recommendations regarding this search to Dr. Szafran.
- III. Student Course Comments Implementation** – The Student Course Comment Open Forum notes were reviewed and discussed. It was decided that we will continue to conduct the Student Course Comments on UCan Web, as the manual process will no longer work with the elimination of the scantron machine. However, faculty will have the option to distribute Student Course Comments in class if they are located in or can gain access to a computer classroom. Another option suggested was to have students do Course Comments on their laptops, cell phones, or iPads during class. **Doug:** Compile Student Course Comments process options to send to Liz and ask her to bring them to Faculty Affairs to make a decision; then from there will be brought to Faculty Assembly.
- IV. South African Deans – FYI:** Some Deans from South African Universities will be on campus visiting in late October.
- V. Engaged/Not Engaged – Deans:** Reach out to faculty who have not yet put in their engaged/not engaged data on UCan Web. **Doug:** Follow up tomorrow with those who have not participated. **Doug & Renee:** Work on revising the wording to the engaged/not engaged emails that will be sent out to the students.

Deans' Cabinet Action Items ~ September 29, 2015

I. Final Search Approvals (Doug & Shawn) – At this time, we are going to be more strategic in our planning for searches. **Renee:** Add three columns to the 2016 Anticipated Hires spreadsheet: approve to search, approve to interview, approve to hire. Send the revised spreadsheet to the Deans and include Dr. Szafran and Shawn. **Deans:** Prioritize your faculty needs (i.e., dire need, not critical but could use someone, can live without for now). **Deans:** Have your ad information to Doug & Renee by October 7, 2015. Collectively, we will revisit the needs before posting the positions. **Doug:** Work with Dave to craft an ad and create a block ad to go in the Chronicle.

Per our January 29th retreat, People Admin has been utilized for electronic approval; it replaces the paper C-3, covers the posting, and is easier to find out where the request is in the approval process. It was decided we will continue to use People Admin.

II. Eliminate the continuing appointment requirement for promotion (Doug) – This was discussed at the UUP Labor Management meeting yesterday. It was decided that in order to make a change, faculty should have an opportunity to weigh in. There will be an Open Forum scheduled in the near future.

III. Jump Start/EOP Proposals Update –

Jump Start (J.D.): We have hit some road blocks in regards to financial aid, as students utilizing financial aid in the summer will ultimately have their financial aid reduced for the spring semester. Options are to try the summer program and if students are successful, supplement them with some scholarship money in the spring; or, ask for more funding than we initially asked for. Also, we could go the non-credit route where students take an exam and get their credits for a minimal cost. **J.D.:** Submit with both alternatives, with and without the credit bearing version. Prepare a cover letter to submit along with them. Provide two budgets; one based on the original and the other based on the reality of the financial aid regulations and explain that financial aid will not allow for students to accelerate. Run what we originally proposed, but with 25-30 students; limit to St. Lawrence County so no room and board is needed.

EOP (Molly): When the college ran jump start in the past, they charged the students \$200; the President kicked in supplement funds, and the residence halls did not charge. This can be done with a smaller group (30 students); the residence hall would need to charge for a large group, as staffing would need to be hired. EOP and the investment

fund have not had any discussions and have not worked together, therefore there is no clarity as to where the money will be coming from. SUNY Canton would need to pay half and it would cost \$180,000.

IV. Winter Term Analysis (Molly) - There is concern that we own a large number of courses that we have paid for and we are only offering a small percentage of them. We want to grow summer/winter enrollments and need to look at them and decide what we want to offer. Molly has broken the courses down on a spreadsheet and pulled the D-F-W courses. **Molly:** Email the data to the Deans ahead of time for their review. This discussion was tabled until next week's Deans' Cabinet Plus meeting.

V. Collegiate Dual Admission Agreement (Erin) - We are currently working on dual admission agreements for our students to go to Clarkson and for Fulton-Montgomery Community College students to come here. We do not have an official dual enrollment draft so we would like to use an amended version that Clarkson is currently using. Melissa is working on getting students who are not prepared to go to Clarkson to come here, then transfer to Clarkson. Deans reviewed and approved the agreement.

VI. Engaged/Not Engaged Data (Mike) - The information was sent to students as a tool to let them know that there are resources available for them if needed. Another goal was to get students talking to their advisors and instructors. The Retention Committee will be meeting to discuss moving this into MTS going forward

VII. Program Development ~ Jason Lane / B. Tech Dental Hygiene (Doug) - Doug had an opportunity to speak with Jason Lane at the joint Presidents/Provosts meeting he attended. SUNY is working on expediting academic program processes to get things done faster. Doug put Legal Studies and Early Childhood Administration back on Jason's radar and Jason assured Doug he would look into it. They also discussed developing a master's degree per our 2007 Memorandum of Understanding and Jason stated SUNY is on board with Canton offering a master's degree. They discussed the possibility of a master's in Nursing as well as an MBA angled to serve folks in the technology field. It was decided that we would suspend the Bachelor of Technology Dental Hygiene program for now.

I. Internship Course Listing (Memorie) – Almost all internships are coded as online. However, for reporting purposes if they are not online, they should be listed as off campus, room TBD. It was decided that going forward, internships will only be coded as online if they are truly online.

II. Summer/Winter Protocol –

Memorie - It was suggested that students enrolling in off-term semesters be allowed to register through the registration portal through day two rather than closing it at the end of day one. There was concern that due to the compression of courses during off-terms, missing one or two days could be detrimental to student success. It was decided that we will continue to close the portal on day one. On day two, students need instructor permission only; there will be no further need for students to seek permission from the Provost. **Renee:** Add “Summer/Winter Protocol ~ After Day 2” to next week’s agenda.

Molly - In an effort to increase off-term enrollments, Molly suggested that we look at the courses we own and attempt to teach them in summer and winter sessions.

Deans: Identify online courses we own and are not currently teaching, reach out to faculty, and ask that they be taught during off-terms.

III. Grade review ~ Automate (Memorie) – Memorie will be attending the SUNYRA Conference and Degree Works Training and she will talk with other attendees in regards to automating our process for grade review. It was decided that when we are ready, we will begin one piece at a time by starting with the graduate piece and moving forward from there. This will be discussed again further when Memorie returns.

IV. SOS Data (Sarah) – Sarah shared the Student Opinion Survey results. Overall, the survey had positive results. **Sarah:** Disseminate the survey to the faculty and staff and work on planning a campus presentation.

V. Spring Admits ~ Faculty Communication (Melissa) – As spring is a smaller group of possible admits, Melissa would like to ask faculty to reach out to potential students. **Melissa:** Send a list of students to the Deans electronically to share with curriculum coordinators and chairs. She will send the list twice; the first list will be sent in mid-October before advising week and the second list will be sent after advising week and before Thanksgiving break. She will update the second list reflecting who has and has not been contacted and will identify transfer students as well.

VI. Nursing Licensure (Melissa) – To be admitted into the bachelor of Nursing program (RN-BS), students must provide the paper Proof of Licensure certification for verifying license status; RN is pre-requisite for the bachelor of Nursing. Admissions asked if these students could be checked online, as the licensure information is there. However, State Ed requires a paper copy, therefore the accreditors demand that we have the paper certificate as well. Perhaps these students could be conditionally

admitted? **Ken:** Double check with Deb Backus and discuss possible options. **Melissa:** For now, explain to the Admissions counselors the reasons behind this requirement.

VII. High Touch Areas (Melissa) - Melissa would like to purchase a list from the National Research Center for College & University Admissions in an attempt to fill in areas where we have capacity. NRCCUA is a non-profit membership organization that links high school students with colleges. She asked if the Deans could contribute money from their budgets to fund purchasing this list. It was decided that due to budget constraints, it would not be feasible for the Deans to contribute to that endeavor.

Melissa: Talk to the President's Office about possible funding; if funding is granted, the Deans will identify their programs that have capacity and send them to Melissa.

VIII. Students Losing TAP (Ken) - Students are losing their TAP awards due to the fact that they are taking courses that do not pertain to their program. This is an ongoing problem for students, especially in the Allied Health programs who need courses that are not available every semester. There are large fines if we certify TAP for these students and are audited. This will likely become a problem for students' federal aid as well. **Renee:** Invite Kerrie, Heather, Memorie and Annie to next week's Deans' Cabinet to discuss options.

IX. Timelines (Doug) - It was decided that we are going to follow the search/hiring process we adopted in January. We will post all or most of what we have for needs and look at enrollments a week into the spring semester to see what we can feasibly hire.

Deans: Send Dave Rourke your ads so he can post them to the Chronicle.

Deans' Cabinet Action Items ~ October 13, 2015

- I. **TAP Issue (Doug & Group)** - Options were discussed to address the TAP problem; students who are taking some courses that do not pertain to their major in order to remain full-time. This is a liability issue and we need to make sure we are in compliance to avoid fines; consequently we will be running into the same problem with federal aid as well. These issues are more prominent for students who are transferring in or freshmen who bring in college credit from high school. Suggestions included double majors, minors, and the Part-Time TAP Program. Unfortunately, a double major or a minor will not solve the problem. Other facts to consider regarding TAP include student academic progress and the fact that there is a limit on how many semesters a student can receive TAP. **Kerrie:** Check to see if part-time TAP could be a good option for students in this situation, currently and going forward. **Deans:** Re-enforce with faculty advisors that students must be taking courses that pertain to their degree program if they are planning to receive any financial aid.

- II. **Workflow for Transfer Process (Molly)** - In an effort to improve the process for evaluating transfer student credit, a proposed workflow chart was discussed. There are currently many steps to the process and the hope is to streamline them better. The only piece that concerned the Deans was sharing transfer student evaluations with the student twice; once after the transfer counselor reviews the transcript(s) and again after the Dean reviews. While the transfer database is growing and becoming more robust as transfer courses get approved, there are times when Deans may give more credit than the transfer counselor or vice versa. This could cause confusion and frustration for students. It was decided that all changes on the proposed workflow chart will be made with the exception of the student receiving their transfer evaluation before being reviewed by the Dean.

- III. **Summer/Winter Protocol - After Day 2 (Doug)** - It was decided that we will continue to allow faculty to give students permission to enroll in their courses after day two during off-term semesters if they choose to do so.

- IV. Searches ~ Next Steps (Doug)** - Searches were reviewed and final priorities were established. **Renee:** Update spreadsheet and send to the Deans.
- V. Announcement ~ Faculty Assembly (Doug) - Deans:** Please encourage faculty to attend faculty assembly to help reach quorum.
- VI. SUNY Excels ~ FYI (Doug)** - Dr. Szafran, Doug, Sarah, and Liz have been working on putting together the SUNY Excels report that is to be submitted to SUNY by October 22, 2015. They are making progress. J.D. reported that the Enrollment Management Working Group met as well and discussed the following:
- a.** Having a meeting to discuss the "high-touch" academic programs and how we can attract prospective students to them.
 - b.** Building a set of strategies underneath the goals and objectives of the SUNY Excels metrics.
 - c.** Recommending that the colleges of technology engage in lobbying efforts around the Governor's plan for free community college tuition to be sure that the free tuition would extend to the programs at the Colleges of Technology.
 - d.** Seeking assistance from the Retention Committee and identifying several key strategies to build on retention and persistence efforts.

Deans' Cabinet Action Items ~ October 20, 2015

- I. **Labor Management Agenda (Doug)** – The Deans clarified questions Doug had relating to some agenda items for the upcoming Labor Management Contingent meeting.

- II. **SUNY Excels (Doug)** – Update: The draft text has been written and edited by the members of the committee; Sarah's spreadsheets are near completion and finishing touches will be finalized by Thursday's deadline. This material may be helpful in terms of shaping priorities and giving us a shared sense of what we want to do and developing a planned spending structure. Moving improved enrollments forward, along with closing the assessment loop and allocating resources are a priority. It was suggested that purchasing the e-portfolio component which links Taskstream to Blackboard would make it simpler and less frustrating for faculty when entering their assessment data. **Molly:** Speak with Taskstream regarding implementing e-portfolio so if we are able to purchase that piece, we will be prepared.

- III. **Strategic Plan/Retreat De-Brief (Doug)** – The key items that are tied to our strategic plan and were discussed at the Deans' Retreat (optimize enrollments, completion, faculty development, academic assessment and philanthropy) were recapped:
 1. Optimize Enrollments
 - Reach capacity
 - Expand in Demand
 - Develop program development
 - a. Online
 - b. B.S.
 - c. M.S.
 - Continue increasing demographic diversity
 2. Completion
 - Retention
 - Graduation
 - Campus Climate in regards to diversity (low on Student Opinion Survey)
 - Strategic Plan/Robust Campus Life
 3. Faculty Development
 - Terminal degree
 - Scholarship

Grantsmanship ~ not a high priority at this time, as we are not driven by grants. But there needs to be a greater understanding that with the budget restraints of SUNY, we will be expecting written grant submissions, specifically for high priced equipment.

4. Academic Assessment

Set a plan of spending from incentive money to fund departments or programs that need to close the loop to improve this outcome. Show we allocate resources to programs.

- a. what do we need to increase our enrollments?
- b. planning?
- c. completion?
- d. what are best practices and best investments?

5. Philanthropy

How will we work together with the new VP for Advancement; collaboratively or independently? Once she is on board, we will invite her to a Deans' Cabinet and find out her views.

Deans: Review the power point slides from the retreat and let Doug know if there is something that you feel needs to be added.

- IV. Laddered Curricula (Doug)** – Doug discussed laddering curricula in an effort to offer more completions and referenced the Criminal Justice advisement check sheet. Many students complete year two, then need to leave for various reasons. It was suggested that Individual Studies and Liberal Arts are two degree programs that should be able to ladder to most anything. **Deans:** Take a look at your programs and where we can more fully ladder curricula; we will discuss the pros and cons in terms of what could work so students can leave with at least an associate's degree.

Deans' Cabinet Action Items ~ October 27, 2015

- I. Welcome Dr. Maurice Ndege ~ Dean, South Africa** – Dr. Ndege, the Executive Dean of Engineering & Technology from Vaal University of Technology in South Africa, was introduced. He shared the history of Vaal University, the programs that his institution offers, and his ideas for a Systemic Railway Engineering program. In looking at the transportation sector, Dr. Ndege feels that serving the population with only air and road transportation is becoming increasingly difficult, as maintenance is very expensive. He feels that advancing the railway system would be beneficial. The Railway Engineering program would provide hands on, applied learning opportunities for students. He is getting good support from the industry and they are ready to bring resources and personnel. As the curricula offered at Vaal is very similar to the offerings at SUNY Canton, Dr. Ndege is hoping to have a collaboration with SUNY Canton in terms of faculty and student exchanges. Not only for the engineering area, but for any areas where our programs are similar. **Deans:** Peruse the curricula of Vaal University and see if/where you feel an exchange would be beneficial and let Doug know. **Molly:** Check with Erin Lassial in International Initiatives and ask questions in regards to our study abroad program.
- II. Salary Equity Task Force (Doug)** – Dr. Szafran and Dr. Scheidt suggested putting a Salary Equity Task Force into place for examining salary inequities, as there is currently not a process to address those concerns.
- III. Grade Distribution (Sarah)** – Faculty have never been given grade distribution data; however Sarah has been receiving requests from faculty, as they require it to enter their program assessment data into Taskstream. Some faculty are using grade distribution as indirect measures on their program assessment. Course grades are an indirect measure as long as the learning outcomes directly relate to assessment; some do not. It is not possible to put together an anonymous composite of all courses because there is only one section/instructor for many courses. It was suggested that this be brought to UUP and department faculty should be advised that their colleagues are requesting this data. If faculty as a whole have concerns and do not want the grade distribution shared, an alternate plan to get indirect measure information will need to be determined. It was decided that we would start with the department chairs. **Deans:** Talk with department chairs and let

them know that the Deans' Cabinet is sensitive to this concern and wish to get faculty feedback before proceeding with a decision.

Student Opinion Survey - Sarah had planned to do a campus wide presentation on the Student Opinion Survey; however, scheduling that has proved to be near impossible. Sarah decided that she is going to do division presentations instead, and feels that doing so will be more effective; she will concentrate only on those categories of the SOS that pertain to each area. She will reach out to the VP's to set them up.

Pre-Scheduling Report/Competition - Mike referred to a report Sarah generated last fall that gauged which groups of students had and had not done their pre-scheduling. The report was categorized by school, major, EOP, residence hall, athletics, etc. Ultimately, a competition was held to push students to get their pre-scheduling done and Mike wondered if we will be doing something similar this semester. Sarah said that she could pull the data together if needed.

- IV. Issues w/Assessment in the Major (Deans)** - Several of the Assessments in the Major were either submitted late or not at all. There is concern that if those programs need to adhere to the current timelines, assessment will need to begin again even though they were recently completed. It was decided that the timeline will be kept the same. **Deans:** Please make sure your faculty are on track and if they are behind, they need to get caught up.

New Business

- V. TAP Issue Update (Doug)** - Kerrie Cooper spoke with someone in Financial Aid at SUNY and was given some guidelines. However, there is still no clear resolution to this problem. **Doug:** When a final decision is made, he will let the Deans know.

- VI. SUNY Survey (Doug)** - Kyle Brown was directed from SUNY system to incorporate a survey on UCan Web where students will be required to answer a series of questions when they are pre-scheduling. It is unclear as to where in the process of pre-scheduling the survey will pop up, but this is a mandatory initiative across the SUNY system. The understanding is that the survey is confidential (although not anonymous) and linked to SUNY data for attrition purposes. The questions have to do with student gender, sexuality, disabilities (both physical and learning), military veteran status, etc. There was no discussion prior to this; it was mandated that the survey is to be put in. At this point, this is just an FYI that when students go to register for their courses, they will encounter this survey. They will not be allowed to leave anything blank or they will be unable to move forward; however, one of the responses will be "I prefer not to respond."
- VII. Processes Updates (Deans)** - The Deans inquired about the implementation status of some processes that have been in the works, such as the workflow process. **Renee:** Ask Michaela to add this to an upcoming Executive Cabinet meeting.

Deans' Cabinet Plus Action Items ~ November 3, 2015

- I. Retention Rate (Sarah)** – Retention rates are down this year and we do not want this trend to continue. Sarah shared a report sorted by subgroups reflecting retention rates for the Fall 2013 and Fall 2014 cohorts. What can we do to improve these retention rates going forward? This is important as we think about our broader goals and how to improve our completions. Some additional subgroups that were suggested were online only students, undeclared students, and students who receive TAP. It was decided that Sarah will share this data with the Retention Committee. **Deans:** Let Sarah know if there are other sub-groups that you would like to see and she will add them to her report. **Sarah:** Share the updated data report with the Retention Committee.
- II. Impact of MATH 106 in Majors (Melissa)** – Melissa stated concern that the addition of MATH 106 as a GER 1 could potentially lower admission requirements in some programs. The programs she brought to the Deans' attention were Management, Health Care Management, Legal Studies, Applied Psychology, and Sports Management. She wants to make sure the wording is correct in the college catalog and on the student curriculum check sheets. Memorie also mentioned that this could cause problems in regards to TAP as well. It was suggested that a disclaimer be put at the bottom of the check sheets and in the college catalog. **Memorie:** Check with Stony Brook to see what wording they are using. **Deans:** Look at your programs to determine if the wording needs to be changed in any of them.
- III. PTEM (Doug/J.D.)** – J.D. and Doug presented two potential degree proposals; a Professional & Technical Management B.S. and Professional & Technical Management B.T. In our effort to improve our graduation rates, this completer degree could be beneficial in serving both our own students as well as transfer students who have completed their associate degree but are having difficulty finding a bachelor degree program where there is a lot of transferability. Or there is a bachelor program proposal that is being blocked at the SUNY approval level. Offering a career ladder could be very attractive to students. The B.S. vs. the B.T. were discussed and some suggestions made were:

 - 1). Create an interdisciplinary degree, and incorporate tracks into the program. However there is concern that doing so could potentially cannibalize some of our existing four-year programs.
 - 2). Make the program a 2+2. However if the program is a 2+2, the pre-requisite to get into the second part of the program would be an associate degree. Students who have 60+ credit hours, but not all of their credits are

applicable to earn them their associate degree would not have the prerequisite for the 2+2.

3). Keep both the B.S. and the B.T.? Add a B.B.A. as well?

In thinking of what our goal is, additional new enrollments and progression for existing students who are hitting a wall, this degree program could be the answer. **Doug & J.D.:** It was decided that Doug and J.D. will work together to flesh it out some more and bring it back to an upcoming Deans' Cabinet meeting.

- IV. High School Outreach Programs (JoAnne)** - JoAnne stated concern that our high school outreach program is not going well. There have been recent press releases in which the Governor's Office is stating that we are involved in partnerships, but JoAnne has not been able to get her hands on any documentation and nobody seems to know the details about them. There have been people from Franklin-Essex BOCES, Distance Learning (Carthage), Jefferson Cornell Cooperative Extension, etc. who have been reaching out to different people all over campus because we do not have a "go to" person on our campus. This is causing confusion and we need to clean this up so we can compete in this market in which we are behind in. As these programs are mostly related to academic endeavors, it was decided that the point person be the Provost's Special Projects Coordinator. **Doug & Erin:** Work on creating an internal structure going forward that is user friendly for initiatives with external organizations, as well as offices at SUNY Canton.
- V. Laddered Curricula Doug** - Our four-year programs should have an associate degree embedded into them so that we can retain our students. Also in thinking about students who have 60+ earned credits and are working towards their bachelor degree but need to leave the college/take time off for some reason, is there any kind of an associate degree we can award them? **Deans:** Look at your bachelor degree programs and make a plan as to what associate degrees could possibly be available for students in this situation. We can discuss your findings at a future Deans' Cabinet or January retreat and dive deeper into this.

Deans' Cabinet Action Items ~ November 10, 2015

- I. **Change of Major Form (EOP) (Molly)** - In order to receive EOP funding, students in the program must be enrolled in a major with a degree seeking path; therefore, EOP students cannot be in a certificate program. Molly asked that there be a spot on the Change of Major Form where the student can indicate if he/she is an EOP student. The hope is by adding that to the form, there would be a better chance someone would see it and direct the student to consult with their EOP counselor to make sure changing their major will not have an impact on their EOP funding. **Renee:** Modify the Change of Major Form and send the revised version to the various offices that utilize the form.

- II. **Review of Transfer Process Revisions (FYI) (Molly)** - The transfer process revisions were revisited. There was question as to whether or not the Deans' offices should roll the transfer credits in Banner instead of notifying Tiffany to roll them in an effort to save a step in the process. However there were some concerns:
 1. If Tiffany is not made aware that we are accepting the credit, how would she know to add it to the transfer database?
 2. If something was missed or was listed as an equivalent and in the end was not, there could be implications for the students.
 3. Finally, a question arose regarding accepting General Education Requirements from non-SUNY colleges and how we accept those.

Renee: Set up a meeting including the Deans' Office Secretary 2's, Tiffany, Memorie, Sharon, Doug, Molly, and Renee to discuss what would be the most efficient and accurate process going forward.

New Business

- III. **Walking at Graduation & Lacking Credits (J.D.)** - We do not have a written policy for students who are lacking 12 or less credit hours at the end of the spring semester but wish to walk at commencement. Currently, the students petition the Dean's Office for permission. The Deans feel that as long as the student has a plan to complete the degree by the end of December, it is fine to walk at commencement. However, they feel that it needs to be officially documented somewhere. Memorie is working to move students toward applying to graduate, so it was decided that this proposal should be brought to her first. If Memorie feels that this proposal can work, it will then be

brought to the Executive Cabinet. **Renee:** Talk with Memorie and see if she sees a problem with this proposal. **Renee:** If approved by Memorie, ask Michaela to add it to the next Executive Cabinet agenda.

- IV. GER Credit (J.D.)** - There are no longer Regents exams in high school for foreign language. In the past, if a student took the high school foreign language Regents exam and earned an 85% or better, we would give them a GER 9 waiver on their check sheet and they could take a liberal arts elective instead to get their 3-4 credit hours. Now students who achieve an 80+ cumulative GPA in three years of high school foreign language (taking the same language all three years) have their leveling based on that. J.D. proposed that students who have the 80+ cumulative GPA in three years of high school foreign language be allowed to have their GER 9 requirement waived as well. Another question that arose was if a course meets more than one GER (ex., ENGL 218 meets both GER 7 & GER 8) and a student has another GER requirement, can we give the student GER credit in both places? The student would still need to take a general elective to get their credit hours, but would not need to take another Gen Ed. The Deans agreed but thought we should check with SUNY first on both of these proposals. **J.D.:** Check with SUNY and find out if we can move forward with these proposals.
- V. Photocopier Issue (J.D.)** - The faculty are displeased with the fact that the copiers now require a lengthy username and password to log into the copy machines. They feel it is very time-consuming and are frustrated. Currently, there are petitions and resolutions that have been brought up by the faculty. It was agreed that because this is not an Academic Affairs issue, it will need to be brought to the Administrative Affairs office. **Deans:** Let your faculty know that copier complaints need to go to Administrative Affairs.
- VI. Faculty Events (J.D.)** - J.D. met with Diane Collins regarding resources and planning for faculty events. Diane is putting together a form designed for faculty to fill out when they are planning an event that needs logistics (food, room reservation, technology, etc.). If the event is a large enough, she will take it over and do the planning. If it is a smaller event, she would assist with the logistics but the faculty member would ultimately be responsible for putting together the event themselves. The bigger problem is that we do not have the resources for things we want to do. Could this be a part of shared services? Do we use all of our college work study? If not, can we hire work study students to help out with sound and technology for evening and weekend events? **Doug:** Reach out to Shawn and ask her if we expend all of our college work study. **Doug:** Talk with Kyle to see if this could be a part of shared services.

Deans' Cabinet Action Items ~ November 17, 2015

I. Pop-Up (Memorie/Kerrie) – The pop-up error message that will be added to UCan Web for when faculty are entering grades of “F” for students was discussed. If a student has all ‘F’s (or all ‘F’s and ‘W’s) at the end of the semester, the college is required by federal law to assume the student left by mid-term and recalculate their aid eligibility. At that point some money needs to be returned to the federal government leaving the students with a balance owed if they indeed used federal aid. The Deans had some suggestions on tweaking what was developed.

* Is there a way that faculty can fill in the DLA in the actual pop up box before the window is allowed to close?

* When clicking in the spot where the DLA is added, can a calendar pop up so the faculty do not have to manually type in the whole date?

* Can the error text appear at both the top and bottom of the page? With the big red “X”? And can the text be in bold red so it stands out?

* To eliminate problems with faculty accidentally missing entering grades, can there be a message in bold red stating “you have successfully submitted all grades” or “not all grades have been submitted...you are not done yet”? They would like to see a message one way or the other so faculty know if they were successful getting their grades in.

* Do they lose all grades entered if the browser is closed?

Renee: Email the Deans' suggestions to Tess to see what can/cannot be done. This will be re-visited once we have an answer from Tess.

II. Holiday Staffing (Dec. 28, 29, 30) (Doug) – The Academic Affairs holiday staffing requests were reviewed and approved with some minor revisions.

Renee: Send out an email to the campus to make everyone aware of the Division of Academic Affairs holiday staffing hours.

III. FYI: Upcoming Deans' Cabinet Cancellations (Dec. 22, 29) & January Retreat (Jan. 11, 12, 13?) (Doug) – It was decided that we will have a Deans'

Retreat on January 12, 2016. **Renee:** Check with Peggy and Beth to see if the Alumni House is available that day.

IV. Honor Societies (Doug) - Some concerns were brought up regarding honor societies. As honor societies are clubs/organizations, these questions will need to be addressed by Courtney and Priscilla. **Renee:** Reach out to Courtney and Priscilla and share the Deans' questions and concerns:

* Priscilla mentioned that the constitution/by-laws are housed in her office. Are they kept up to date? I think this whole thing began when a faculty member questioned the PTK constitution vs. the Student Handbook concerned that the criteria for the honor society don't jive with each other.

* The honor societies are listed under academics in the student handbook and they shouldn't be, as they considered clubs/organizations. Can we get that changed for next year?

* Is there a roster of honor society advisors that is kept current in your office? If not, could something be developed and perhaps shared on our website (kind of what Liz does with the faculty governance committees)?

Doug met with Nicole Heldt and was briefed on how our Honors Program works here; unfortunately we have very small number of students enrolled in it. In an effort to try to breathe some life into it, Melissa was brought in with the hopes that we can use the Honors Program as an enrollment yield tool. Students could be offered admission to the Honors Program at the time of application to the college. The students would be advised of the benefits, expectations, requirements to stay in, etc. at that time. They would receive a different acceptance letter. As a benefit of being in the Honors Program, we could possibly offer a dedicated section of FYEP, an honors residence hall floor, and study lounge/space. Another idea is possibly recording it on the student transcript/diploma. In the end, the goal is to hand this program over to the students to plan events and do things they want to do. We eventually would like to steer the Honors Program to become a club under Student Affairs as well.

V. Writing Intensive (Mike) - There is continuing concern in regards to writing intensive courses on campus. Every program is required to have a designated writing intensive course in it. However other than these courses being capped at 25, there are no effective guidelines as to what makes a

course “WI.” We want to see our students graduate with the soft skills they need to be successful; i.e., being able to effectively communicate in writing and speech. It was decided that this discussion would carry over to our January Deans’ Retreat. **Deans:** Identify problems and bring ideas to the retreat. Going forward, a Provost led ad-hoc committee will be selected and charged with looking at our college as a whole in regards to writing intensive. The committee will be asked to make recommendations in terms of continuing/eliminating/modifying what we are currently doing with the question does this makes sense for where we are today. The focus will be to create a coherent policy with clear guidelines.

New Business

- VI. Academic Affairs Kick-Off (Doug)** - Doug would like to present a Division of Academic Affairs “kick off/welcome” on Friday, January 15th to talk to the faculty about important issues such as the Middle States monitoring report and closing the loop.

Deans' Cabinet Plus ~ December 1, 2015

- I. **Leave of Absence vs. Re-admit (Doug)** - A leave of absence policy where students would be able to take a break for up to two semesters without needing to be re-admitted was suggested and discussed. The problem with re-admitting former SUNY Canton students is that when the student is re-admitted, the catalog year changes in Degree Works; the possible consequence being that program requirements may change since the student was last here. A student's admittance to SUNY Canton is a contract that we need to adhere to. Several potential issues were brought up with regard to a leave of absence policy:
 - a. EOP eligibility
 - b. Academic standing issues
 - c. If the student went to another college in between, they would be coded as a transfer re-admit
 - d. If the student went to another college and owe money, they cannot get financial aid here
 - e. Will not work for selective programs, as those programs have limits on the amount of students that can be admitted

Because a leave of absence process will not work for select programs, is there a way to make the overall re-admit process more seamless? As we move towards a paperless system, advisors need to refrain from using the paper check sheets and start using Degree Works. Realizing there are still errors that occur with Degree Works, it was decided that a simple form would be created for faculty to identify errors and send them to Memorie to correct. **Memorie:** Design a two-part form where the faculty would put their name and contact information, the student name and ID#, explain and circle the error, and send it along to Memorie with the check sheet for correction. Also on this form could be a place to change the catalog year for a student. The form would require approval from the advisor and the Dean. **Renee:** Talk to Sharon and see if she is willing to do further Degree Works training sessions. By utilizing Degree Works, the faculty can force the students to come to pre-registration prepared which will cut down the time that it takes to spend with each advisee. **Melissa:** Check with Tess and see if we can make it easier for students to find the re-admit form on UCan Web and remove it from the "miscellaneous" tab. Also check with Tess to see if a yes/no question can be put on UCan Web so that when a student who has been away for a semester

or two logs in, the question “You have been away for a semester or two, are you planning to return?” will pop up.

- II. Revised Transfer Finder Network Listing (Molly/Memorie)** – Potential transfer students are looking for two things; what will transfer in and how long will it take them to graduate. Tiffany spends a lot of time with these “what if” scenarios and “shoppers.” In an effort to try to save some time, it was suggested that the first time a course is approved by the Dean, that equivalency should be the “blanket approval” and be added to the transfer data base. The goal is to keep building the transfer data base with accurate data and lessen the workload on both the Transfer Counselor and the Deans. FYI: Our top transfer feeder schools are JCC, SUNY Potsdam, Onondaga CC, Mohawk Valley CC, Finger Lakes CC, North Country CC, Hudson Valley CC, Clinton CC, Suffolk County CC, and Monroe CC. SUNY’s Revised Transfer Finder Network Listing was scheduled to be introduced in the spring, but Memorie has not heard anything in regards to the testing plan for our campus. **Memorie:** Reach out to Chris Hockey at SUNY and see if he knows when we are slated for implementation.
- III. Withdrawal Process (adding “documented” extenuating circumstances) (Memorie/Doug)** – With regards to students requesting to drop/withdraw from class(es) after the deadline, the Provost will require the student to provide documentation for their extenuating circumstances going forward.

New Business

- IV. Town Hall Meeting @ Residence Hall (Doug)** – Doug attended the residence hall Town Hall Meeting and there was good feedback from students. One complaint was that the library is so busy during finals week, study space is limited. It was suggested that perhaps some of the Campus Center rooms could possibly be utilized as an overflow during that week. **Renee:** Check with Student Activities to see if any of the multi-purpose rooms are available.

Deans' Cabinet

Agenda/Action Items

Date: December 8, 2015

* Denotes that President Szafran will attend

Attendees: Douglas Scheidt, Kenneth Erickson, Michael Newtown, Jondavid DeLong, Molly Mott, Erin Voisin, Renee Campbell, Dr. Szafran.

- I. **Topic/Question: Open Forum De-Link (Doug) ***
 - a. **Data/Discussion: Apply for Tenure/Promotion Simultaneously ~ Finalize**
 1. Upon review of Liz's recommendation on behalf of the faculty regarding the de-linking of continuing appointment from the promotion process, the Deans concurred with said recommendation. The suggested effective date is January 1, 2016 in order to eliminate the interruption of the current promotion due dates. In addition, the total salary increase for these actions shall be the same regardless of whether they occur simultaneously or sequentially.
 2. Also during the Open Forum, the process for changes and/or amendments to currently approved matrices was discussed. This process is a chain of approval: Department Chair->Dean -> Provost -> President.
 - b. **Action/Decision:**
 1. It was decided that a recommendation will be written to be presented to the Executive Cabinet. **Doug:** Write up the recommendation reflecting these changes. **Renee:** Ask Michaela to add this to the December 17, 2015 Executive Cabinet agenda and send her Doug's memo.
 2. This topic will be discussed at a future Deans' Cabinet Meeting.
- II. **Topic/Question: Middle States Report (Doug & J.D.) ***
 - a. **Data/Discussion: Report out from Doug & J.D.'s Middle States Conference. Changes to Standards; please review before the meeting:**
<http://msche.org/publications/RevisedStandardsFINAL.pdf>
 1. One of the biggest pieces of news with regard to our future is that the Periodic Review Report (PRR) (if proposal is approved) would require our Self-Study be due every 8 years instead of 10 years and we would submit annual reports. If this is approved, we will not have to do the next PRR which is currently due in 2018 and won't need to submit anything until our self-study in 2021. In lieu of doing the PRR, the self-study would be due earlier. This will enhance our annual reporting with more data analysis. Middle States is contemplating that they will have us do more every year, but a little at a time. If they have any concerns, they may reach out but other than that, we will stick to our cycle. We would submit an annual report plus an addendum to report on concerns from our prior self-study (Standards 2, 5, 7, and 14). J.D. talked with a gentleman from Thomas Edison State College who shared a power point with him outlining their strategic plan driven to meet Standard 6.
 2. J.D. and Doug met with some product representatives from Taskstream and learned of a new program called Aqua. This software integrates with

Blackboard and is less intensive and less expensive than E-Portfolio. Molly stated that the Blackboard E-portfolio, while free, has a lot of limitations; however we could do a demo to look at as well. With Aqua, when working with student artifacts and the rubric, the faculty experience is in Blackboard and they are not bouncing back and forth; they are in Taskstream but they don't "realize" that they are actually in Taskstream. Aqua would require some adapting of our work to see if it can come together and function well for us. One of the big differences is that we have SLO's and rubrics so they are at the individual course level. Aqua is set up with Institutional and Gen Ed SLO's. Trudy from Taskstream sent the webinar link so that Doug and Deans can review it. Doug feels that this can be helpful with the Academic Assessment Committee. At our November 5th AAC meeting, we discussed doing everything all the time in regards to course based assessment for spring, then going forward creating a cycle of meaningful, sustainable assessment patterns and possibly dovetailing them with Assessment in the Majors which are on 5 year cycles (with the exception of accredited programs). Also, investigate software to utilize to assist with assessment. The AAC committee decided that we will maintain all course based SLO's for Spring '16, and begin on a pattern going forward for Fall '16. How does a cycle of program SLO's match up with that? Jen Waite and the AAC will discuss that in the spring.

3. Finally, Doug and J.D.'s last meeting was focused on follow-up reports. It helped to better understand why we went from a progress report to a monitoring report. It was determined that the reason is because of our ongoing compliance which was in the planning phase last year. We should be ok as long as we follow through with our assessment plan and show evidence of doing so. Doug has format guidelines on that. We had put some data in Taskstream but they want to see it as a broader initiative and show that we are following through. The progress report was on Standards 2 and 5, and then 7 and 14. We completed 2, 5, and 7 and were left with 14 (showing evidence of implementation of a documented, organized, and sustained process to assess student learning and institutional effectiveness).

b. Action/Decision:

1. **J.D.:** Send the power point to the Deans' Cabinet. (**J.D. sent: see below**)



MSCHE Planning and
Resource Allocation B

2. **Deans:** Review the Aqua software.

(<https://www1.taskstream.com/on-demand-recording-aqua-a-simpler-path-to-more-meaningful-assessment/>)

Deans: Communicate to your faculty that we will be following the plan that was decided upon at the November 5th Academic Assessment

Committee meeting that all course based SLO's will be assessed for



Minutes Academic
Assessment 11.5.15-2.

Spring' 16.

- III. Topic/Question: Honors Convocation Nomination**
- a. **Data/Discussion:** One Emeritus was nominated.
 - b. **Action/Decision:** The Deans approved naming for the nominee for the 2015 Honors Convocation.
- IV. Topic/Question: Nursing Hires**
- a. **Data/Discussion:** Replacements for Nursing faculty.
 - b. **Action/Decision:** Another full-time Nursing faculty and a Nursing Lecturer were added to the Anticipated Hires spreadsheet. **Renee:** Update spreadsheet, email to Doug to review with Dr. Szafran and Shawn.
- V. Topic/Question: School Assessment Symposia (Doug)**
- a. **Data/Discussion:** Doug shared a Program/Department Assessment Report template. Programs will present their results and action plans based on SLO assessment data. These reports will be used for allocating monies for closing the loop. If there is something that requires funding, according to assessment data where resources are needed for an action plan, it will be brought to Deans' Cabinet for decision. This is to be worked on by the faculty collaboratively, not just one person doing all the work. The template can be tweaked to fit the needs of departments that are not "programs" but still need to complete assessment such as science and humanities, and also for Molly's support side.
 - b. **Action/Decision: Deans:** Present faculty with the form. They will present to the Deans by January 15, 2016. Explain that they do not need to be lengthy, but should be a 5-7 minute presentation.

Deans' Cabinet

Agenda/Action Items

Date: December 15, 2015

* Denotes that President Szafran will attend

Attendees: Renee Campbell, Jondavid DeLong, Kenneth Erickson, Molly Mott, Michael Newtown, Douglas Scheidt, Erin Voisin

Guests: President Szafran, Courtney Bish & Tess Murphy

I. Topic/Question: Chief Diversity Officer (Doug & Courtney) *



Co CDO.docx

- a. **Data/Discussion:** Per our mandate from SUNY, Doug prepared an advertisement for a Chief Diversity Officer to be reviewed by the Deans' Cabinet and Courtney. The position will be shared by one staff member and one faculty member so there is representation from both the Academic and Student Affairs areas. There will be some Affirmative Action Officer duties included in the position as well. It will be imperative that these two people work well together to lead our campus and also be aware of what challenges lay ahead. Top priorities that were identified in regards to the work of this position were:
1. Review/act upon the Student Opinion Survey results
 2. Create racial harmony
 3. Shift campus climate
 4. Impact cultural behavior on campus
 5. Work to engage and initiate the entire campus community in important conversations
 6. Advocate for student concerns; respond in a positive and healthy way regarding difficult topics
 7. Work on eliminating student self-segregation
 8. Provide faculty with tangible training to use in the classroom
- b. **Action/Decision:** It was decided that there should be student representation involved in the search. Once the compensation piece is put in place, the ad will be presented to Executive Cabinet, then to the SGA president for review, Executive Cabinet again and finally Human Resources. The goal is to have this position in place for Fall 2016. **Doug:** Make the requested changes to the ad. **Deans:** Send Doug an email if you think of some nice language you would like put in the position description or if you have other changes you would like made to the ad.

II. Topic/Question: GER 9 (Taking one course to fulfill two GER's) (J.D.)

- a. **Data/Discussion:** J.D. reached out to SUNY to see if students can fulfill two GER's with one course that has been approved by SUNY in more than one GER category. There is no definitive policy saying that we can or cannot do this and by allowing students to do so would give them the flexibility to take courses that interest them. Additionally in regards to Foreign Language, it was suggested that

students who are leveled for Spanish/French II when they are admitted be given GER 9 credit for Spanish/French I.

- b. **Action/Decision:** As these are curricular matters, it was decided that the Faculty Assembly should affirm whether these suggestions should move forward. The request will start with the Curriculum Committee. **Doug:** Draft a memo to send to Liz and the Curriculum Committee and ask that these items be added to their agenda for review.

III. **Topic/Question: Streamlining Date of Last Attendance (Doug & Tess)**

a. **Data/Discussion: Alternative Process for DLA**

Financial Aid needs to know the date of last attendance for students who receive **all F's only**. It was suggested that rather than every faculty member having to add a DLA for every "F" they assign, a report be generated after Memorie closes final grades to identify students who receive all "F"s. An email would be generated automatically by IS to faculty of those students with all "F"s and asked to respond with the student(s) date of last attendance. However, the email response rate is inadequate and the information that Financial Aid needs is very important, as they need it to comply with Financial Aid regulations.

- b. **Action/Decision:** It was decided that Tess will create a box that will pop up when faculty enter a grade of "F" when entering their final grades in UCan Web. The pop-up will include a place to put in a date of last attended for faculty ease, along with a warning reminding faculty that the grade will not be submitted without the DLA. Tess suggested a training for the faculty.