Provost's Cabinet
Agenda/Action Items
Date/Time/Location: December 3, 2019/ 9:00 – 11:00 a.m. / MAC 620
Attendees: Peggy De Cooke, Kenneth Erickson, Molly Mott, Michael Newtown, Renee Campbell
Guests: Melissa Evans, Sharon Tavernier

I. **Topic/Question: Academic Presentations ~ Open House/Admitted Student Day**
    a. **Data/Discussion:** Admissions is struggling with creative ways to get better engagement at Open House and Admitted Student Day events, after receiving feedback from both faculty and families. It seems that there is good attendance at the tables in the morning, but the afternoon presentations are hit and miss. Some suggestions were discussed, such as eliminating afternoon presentations (or polling beforehand to see what kind of a turnout is expected before scheduling), "rolling" 5 minute presentations in one room where each faculty member does a quick presentation about their program, encourage faculty to call accepted students and invite them to campus, and setting up program banners so that students have more exposure to what programs we offer. It was also suggested that an advisory board could be created to work through ideas. We definitely want to have different activities for Admitted Student Day vs. what is done at Open House. Competition is tough and our goal is to send our visiting students and parents home feeling good about SUNY Canton.
    b. **Action/Decision**: It was decided that Admissions will work on doing things a bit differently for Admitted Student Days in spring, and then take today's suggestions and work on enhancing the Open House for Fall 2020. **Melissa:** Work up a 'mock schedule/agenda' and play around with different ideas for both Open House and Admitted Student Days. She will bring ideas to a future Provost's Cabinet meeting.

II. **Topic/Question: Minors ~ Clarity**
    a. **Data/Discussion:** Sharon asked for clarity regarding the new interpretation of how we are double counting program electives to both the major and the minor. Degree Works is programmed with the old interpretation so that will need to be fixed.
    b. **Action/Decision**: Beginning Fall 2020, any upper level electives (general, liberal arts, and program electives) will count towards a minor as long as it has no effect on a student's financial aid. We will continue to make exceptions until the new catalog year begins next fall. **Sharon**: Provide this information to the advising processes instructions she created for assisting faculty and students; send new draft back to the Deans for further review.

I. **Topic/Question: Pre-Scheduling Forms ~ Archive in One Place**
    a. **Data/Discussion:** Some schools are still using the two-part forms; we want to get away from the paper forms so other options were discussed. Faculty are using Degree Works to put notes in currently. Sharon mentioned that RooSuccess also has that ability. SUNY Online students have access to our DegreeWorks but the SUNY Online coaches currently do not. She advocates for RooSuccess because moving to utilizing RooSuccess for documenting advising interaction leads to registration. Faculty advisors can put the student registration code in there as well. Sharon mentioned there is a Note Type called 'Registration Form' that is intended for this purpose. It was agreed that consistency across campus is needed.
    b. **Action/Decision:** Sharon believes it is possible to import notes from Degree Works to RooSuccess. **Sharon:** Look into how to move notes from Degree Works into RooSuccess and let the Provost's Cabinet know the findings.

II. **Topic/Question: Protocol ~ Off-Term Course Offerings/Revisions**
   a. **Data/Discussion:**
   b. **Action/Decision**: To prevent future communication issues, any off-term course offering revisions will be sent to the following emails going forward: registrar@canton.edu, ol@canton.edu, mottma@canton.edu, massarop@canton.edu and campbellr@canton.edu.

Provost's Cabinet
Agenda/Action Items
Date/Time/Location: November 12, 2019 / 9:00 – 11:00 a.m. / MAC 620
Attendees: Peggy De Cooke, Kenneth Erickson, Molly Mott, Philip Neisser, Michael Newtown, Renee Campbell
Guests: Kirk Jones

I.   **Topic/Question: Department Chairs**
   a. **Data/Discussion:** The group continued the discussion on ways to equalize responsibilities at the chair level and alleviate inconsistencies with our current processes going forward in terms of compensation. Peggy indicated that she requires more information before continuing the discussion.
   b. **Action/Decision**: **Deans:** Put together a chart for Peggy per our discussion. This topic will be revisited again at an upcoming meeting.

II.   **Topic/Question: Flex Class Room Usage & OLAC Feedback**
   a. **Data/Discussion:**
      i. A FLEX class survey will be sent out the faculty as was done last year. The question arose as to faculty preference between the FLEX classrooms vs. the FLEX carts. It seems that for teaching straight lectures, the rooms serve faculty needs fine. Hands on teaching seems to work best with the adaptability of the carts. It was also mentioned that Blackboard Collaborate seems to be a popular tool as well. These topics will be woven into the survey. It was also suggested that additional training on the FLEX carts could incite even more interest from faculty.
      ii. The definition of FLEX classes is as follows:
      Combines online and face-to-face instruction simultaneously into one single classroom. Students are able to participate in class in different ways: as a synchronous distance learner (via real-time, video-streaming); as an asynchronous distance learner (accessing materials, recorded lectures, and responding at a later time); as a face-to-face learner (physically present in the classroom); or as a flexible learner (with a degree of choice as to how they participate each week; sometimes face-to-face, sometimes by streaming class sessions, etc.). It is up to the instructor to clarify policy expectations at the start of class. Therefore, the Online Learning Advisory Committee (OLAC) has created a memo recommending that courses intended to be taught now or in the future in FLEX modality, be required to pass the standard online quality review process before being offered in the converged modality. The recommendation has been forwarded to the Academic Standards governance committee for review and approval.
   b. **Action/Decision**:

III.   **Topic/Question: Assessment Symposia Processes**
   a. **Data/Discussion:** The group discussed with Kirk ways to better structure the assessment symposia to ensure the time is being utilized in a more meaningful way. Ken mentioned that last year they used a roundtable style with which worked very well, opposed to the

lecture model. Each section had a communication representative and everyone came back together for a discussion at the end. When we began the assessment symposia, it was meant to focus on the need for resources based on student learning outcomes; we are continuing with that. Ensuring that students are learning and that academic program outcomes are being linked to the ISLOs should also be discussed. Kirk stated that there is data available to support that discussion. The possibility of changing the program review format to address concerns on how programs help ISLOs was also suggested. Another suggestion was teaching coordinators to aggregate their data themselves and Kirk reiterated that there is training available for that.

b. **Action/Decision**: It was decided that all schools will move to the roundtable style using the MCC large conference rooms. **Kirk:** Send the Deans a generic template of power point slides to utilize. **Renee:** Reach out to Amber for assistance with room reservations.

Deans' Cabinet
Agenda/Action Items
Date/Time/Location: November 5, 2019 / 9:00 – 11:00 a.m. / MAC 620
Attendees: Peggy De Cooke, Kenneth Erickson, Molly Mott (Skype), Philip Neisser, Michael Newtown, Renee Campbell
Guests: Kerrie Cooper, Memorie Shampine, Melissa Evans, Chad Delosh

I.   **Topic/Question: Double Majors**
    a. **Data/Discussion:** The group discussed double majors and how to make them happen.
        i. **Financial Aid:** Kerrie explained that for the financial aid piece, federal aid would count for both majors; however state aid (TAP) will only pay towards coursework applicable to the primary major. She is unsure about the Excelsior Scholarship, and noted there are very strict rules that apply and students who are currently changing their majors are likely to have issues with their Excelsior Scholarship. She has an email out to HESC to find out what the implications are in terms of the Excelsior Scholarship and double majors. Peggy suggested that Kerrie reach out to SUNY Purchase as well, as they have double majors. Kerrie indicated that while there will likely be financial aid issues, we can work through them and double majors can be done.
        ii. **Degree Works:** There is a 'switch' in Degree Works that toggles from one degree to the other, which is currently not enabled as we do not offer double majors at this time. Our majors are already scribed in Degree Works, which is good; however it is important to understand that we do not define our majors like other colleges do. Our degrees are prescribed, where majors at other institutions scribe the "core of the major" with other course requirements such as general education requirements, upper level courses, writing intensive, etc. added in. Should we re-look at how we define our majors, specifically as we move away from Bachelor of Technology degrees and more towards Bachelor of Science degrees? Although it will be challenging, it is something we should consider doing. It was suggested that a test be implemented and presented so we can see how it will look.
        iii. **Students & Faculty:** This will take an incredible amount of planning on the part of the student, not only with regard to academics, but financial aid as well. Careful advising will be essential. There is confusion among the campus regarding the structure of a major. A good exercise for faculty will be to create a flow chart which can be referred to so they can get a feel of how best to advise their students who wish to pursue a double major.
    b. **Action/Decision**: It was decided to move ahead with this initiative. **Phil:** Send Memorie the Applied Psychology core courses to use as her 'test' for scribing. **Memorie:** Create a test model using the Applied Psychology core courses that can be brought back to the Deans' Cabinet to see how it works. Once something appropriate is in place, it will be presented to the faculty, possibly at school meetings. **Kerrie:** Let the Deans' Cabinet know when HESC responds back.

II.   **Topic/Question: Policy for Awarding Late Degrees**

a. **Data/Discussion:** A policy for awarding degrees after the 'Apply to Graduate' submission deadline has gone by, was presented and reviewed. A processing fee for late submissions was also suggested.

b. **Action/Decision**: It was decided that this policy and the fee discussion will go to the VPG. **Renee:** Ask Michaela to put this item on an upcoming VPG meeting agenda.

III. **Topic/Question: Deans' Letters ~ Faculty Reappointment Reviews**
   a. **Data/Discussion:**
   b. **Action/Decision**: With regard to faculty reappointment review letters from the Deans; going forward, a brief memo will suffice.

IV. **Topic/Question: Clarity: Assistant Lecturer Reappointment Process**
   a. **Data/Discussion:** Concern was raised with the short turnaround time for the new Assistant Lecturers. Is there a way we can abbreviate the process (i.e., is a peer review committee needed and if so, given the nature of the appointment and duties, would a form of some sort suffice instead)?
   b. **Action/Decision: Peggy:** Speak with Suzan and inquire about incorporating an expedited review process for the Assistant Lecturers for this year.

V. **Topic/Question: Nursing Pre-Admissions Testing (Ken)**
   a. **Data/Discussion:** In 2016, the Nursing Department proposed the implementation of an admission exam to be administered to all applicants who plan to enter our Nursing programs. It was decided these applicants would be required to take the Kaplan Nursing Admissions Test (KNAT) and that we would pilot this for a cohort of students for three years and come back with data to evaluate the results. Subsequently however, there was a question as to whether or not students applying to the LPN program needed to take the test and the loop was never closed with regard to that decision. Due to attrition issues in the LPN program, the department would like students who apply to take the KNAT, which would be one more piece to identify if students can be successful in the program. The admissions profile for LPN has not changed and we would not start requiring the KNAT for LPN students until 2021. With regard to the KNAT itself, it is no longer free so we are going to have to start paying for it. It was suggested that we keep using Kaplan and pass the cost onto the students, which will be $50 per student. Other concerns included as an access institution, how will high need students pay for the test, how the fee will be collected if these are technically not yet our students, what mechanism will be used to track the students (i.e., if they paid the fee (or had it waived and whether or not the students passed), and proctoring for the tests going forward. Ken indicated that his staff will be logging and tracking this information for the time being and proctoring the tests. The monetary issues need to be presented to Shawn. Concerns with remediation in courses was also discussed.
   b. **Action/Decision**: It was decided that this topic will be tabled until Peggy has more information from the following action items: **Renee:** Ask Michaela if the memo was discussed at Executive Cabinet back in 2016. **Ken:** Provide the data of the LPN attrition problem to Peggy. **Ken:** Let Kim know that if it is decided that LPN students will be required to take the KNAT, it will not go into effect until 2021. Ask Kim to check with her colleagues to see how they handle the administration of this test. **Ken:** Reach out to Shawn and ask her how we can collect the fee for the test. **Melissa and Chad:** Pull the LPN data to gauge EFC numbers to give us an idea of about how may impact the number

of potential enrollments. Check with the Advancement Office to see if they can assists students with financial assistance if documented circumstances are provided.

Deans' Cabinet
Agenda/Action Items
Date/Time/Location: October 22, 2019/ 9:00 – 11:00 a.m. / MAC 620
Attendees: Peggy De Cooke, Kenneth Erickson, Molly Mott, Philip Neisser, Michael Newtown, Renee Campbell
Guests: Cori Wilhelm, Melissa Evans

I. **Topic/Question: OER Reporting**
    a. **Data/Discussion:** Cori shared that OER reporting for the fall semester was well done and that we had 73 sections of OER course offerings. However, faculty who received stipends last year did not report their courses as OER for spring, therefore Cori believes there was a communication disconnect regarding the need to report every semester. It is critical that each section that offers the OER option is coded as such in Banner, as our funding depends on those sections. In addition, there is inconsistency as to where in EMS this information is communicated to the Registrar. Currently department chairs appear to be utilizing either the 'course notes' or the 'course date notes' field on the course demand form in EMS. It would be helpful if there could be one dedicated check box as there is for other attributes. 'Low Cost' textbook reporting has not been done well, as there have been errors on both ends; courses with textbooks less than $60 are not reporting and courses that have costs of $60 or more are reporting. It was suggested that perhaps we consider a different term such as 'Affordable Course Materials' to make it less confusing.
    b. **Action/Decision**: **Cori:** Reach out to Information Services to see if an additional field can be added to EMS dedicated to OER and/or Low Cost textbooks. If not, the course notes field will be the space that the Registrar will look to going forward. Cori will let the Deans' Cabinet know the final outcome. **Deans:** Discuss this with your department chairs and make sure they let their faculty know that this information needs to be reported every semester.

OER – your course uses Open Educational Resources: openly-licensed or public domain resources which can be repurposed by others.	**Textbook Free or Low Cost** – your course does not require a textbook, or all required materials (including equipment that must be purchased and all access codes) cost less than $60 total* per Faculty OER Task Force

II. **Topic/Question: Triage Process**
    a. **Data/Discussion:** Melissa discussed the Triage meeting her staff had with the Deans' Office staff and Patrick Massaro. Melissa provided the Deans' Offices with Banner screen resources. Topics covered included resources, support, communication and efficiency (see below):

Improvements going forward:
- Transfers will not be sent on same-day Triage list if they have more than 1 semester of previous work. They will be held to allow DegreeWorks the chance to catch up.

- All offices agreed to share openly track and share mistakes so we can identify future areas of improvement. This will eliminate feedback like "a lot" or "all the time." We need to know the individual student and who worked with them when a mistake is made.
- SOT is going to dictate a lot of our advising processes going forward. Patrick can provide SOT reports to dean's offices to hopefully catch early advising/registration errors.
- Triage list will include more detail that is school specific and clearly identifies late admits vs late deposits. SON will also be added as a column.
- We will remind counselors to notify registrar, dean, and financial aid when a deposited student changes their major.

Action items:
- Ask advising if they can support all freshman on Triage list for SBLA.
- Can we assign Triage list an attribute?
- Can we add more 7 week courses that start mid-semester?
- Tina will identify advising errors to provide direct feedback to Sharon.
- Seek approval for idea to hire back student ambassadors early to provide Triage mentors. They can be assigned students to help with intake calls, scheduling phone calls, helping them through process, etc.
- Will SBLA need additional support during heavy traffic?
- Follow up meeting to be scheduled.

b. **Action/Decision**: Melissa offered to send Admissions student ambassadors to Phil's office well in advance of the start of the fall 2020 semester to train with his staff in an effort to get a good understanding of his office's needs.

III. **Topic/Question: Leave of Absence Policy**
   a. **Data/Discussion:** A discussion ensued regarding the leave of absence policy. There have been situations where questions have arisen as to whether or not a student meets the criteria of leave of absence. The bottom line is that we want to make returning back to SUNY Canton after a break as seamless as possible for students.
   b. **Action/Decision**: Going forward, any questionable leave of absence requests will be left to the discretion of the academic Dean.

IV. **Topic/Question: Program Electives Double Counting in Minor**
   a. **Data/Discussion:** A minor consists of 18 credit hours, 9 of which will be upper division courses and 9 that are not requirements in the student's major. The question arose as to whether program electives taken in the major should count towards a minor in cases where minors require non-specific program electives.
   b. **Action/Decision**: It was decided that because our goal is to NOT add extra time to a student's degree completion and that we wish to make it possible for students to earn a minor, program electives may also count towards their minor. **Phil:** Communicate this out to your school, the Registrar, and Sharon Tavernier.

V. **Topic/Question: Double Majors**

a. **Data/Discussion:** A discussion ensued on how best to move forward with pursuing double majors as an option for students.
b. **Action/Decision: Renee:** Invite Memorie and Kerrie to an upcoming Deans' Cabinet meeting to discuss.

VI. **Topic/Question: E-Core Update/Off Term Planning**
   a. **Data/Discussion:** For off-term planning purposes, we want to strategize ahead of time to ensure that we have our E-Core offerings covered. If SUNY Canton faculty currently teaching these courses do not wish to develop them, we will need to look outside the college.
   b. **Action/Decision**: **Molly:** Send Deans the updated listing. **Deans:** Follow up with the faculty to find out who may be interested in developing these courses.

VII. **Topic/Question: Flex Technology Assistance**
   c. **Data/Discussion:** The online enhancement grant paid for a lot of the technology for our flex initiative. The PIF grant paid for a Learning Space Technician to support faculty. Ed Smith is the technical person who supports and trains faculty on all things flex; technology, carts, etc. Mike mentioned he may have funding in his PIF grant to pay for one of the carts.
   d. **Action/Decision**: **Deans:** Encourage your faculty to reach out to Ed if they have questions or flex technology needs. **Molly:** Reach out to Betsy to see if there is additional funding available.

Deans' Cabinet
Agenda/Action Items
Date/Time/Location: October 8, 2019/ 9:00 – 11:00 a.m. / MAC 620
Attendees: Peggy De Cooke, Kenneth Erickson, Molly Mott, Philip Neisser, Michael Newtown, Renee Campbell
Guests: Kerrie Cooper, Patrick Massaro, Memorie Shampine, Suzan McDermott

I. **Topic/Question: Student Outcome Tracker (SOT)**
    a. **Data/Discussion:** Federal and State agencies are buckling down to ensure that SUNY campuses are complying with regulations regarding students taking courses applicable to their programs. Students must be taking 12 credit hours of required courses in order to be eligible for financial aid. Students may take courses outside of their major as long as they are enrolled in at least 12 credits that are required in their major. This summer, the One Hop Shop began tracking these students and have identified several key issues. The bulk of the problem seems to lie with FYEP and pre-requisite courses. Another problem is transfer students coming in with a significant amount of credit, do not meet the program requirements, and thus cannot be enrolled in an undeclared, Individual Studies, or Liberal Arts program. Strategies to prevent this from happening going forward were discussed. Suggestions were:
        i. Educating advisors, Deans' Office staff, Advising Center staff, and special cohort staff (i.e., EOP, Trio, etc.) of this issue and how to address them; becoming aware of this can help to solve most of this problem
        ii. Communicating to students via a pop up warning when a student attempts to enroll in a course that won't count towards financial aid
        iii. Ways to utilize RooSuccess as a way to communicate this out to students
        iv. Educating students and parents at time of admission (Open House and Admitted Student Days as well)
        v. Kerrie and Patrick attending school/department meetings
        vi. Consider more second seven week offerings to assist students who may unknowingly find themselves in this bind
        vii. Possibly incorporate this into our Assessment in the Major process going forward

        The hope is to catch these students early enough using the Student Outcome Tracking process. Any students who are Excelsior recipients and have questions should also be directed to the One Hop Shop for assistance.
    b. **Action/Decision**: **Molly:** Bring this up today at the SUNY Online meeting. **Kerrie:** Re-send the updated lists to the Deans to look at and push out the link about compliance in UCan Web. **Deans:** Look at your lists and see what solutions can be made to help solve the current students in this dilemma. **Peggy:** Discuss ways to incorporate this into Assessment in the Major going forward with Kirk.

II. **Topic/Question: Professor of Practice**

a. **Data/Discussion:** Suzan informed the Deans of a local title called Professor of Practice that some SUNY campuses are utilizing. For a College of Technology, this could be very beneficial for us, as this particular title means that faculty candidates are not required to have a doctoral degree, rather their professional experience is their credential. Suzan spoke with the UUP yesterday about this and they 100% embraced the idea. The Professor of Practice serves similar to a Lecturer, in that it is a non-tenure track position. It could be attractive for people in industry who wish to transition into a teaching profession, but without needing to have a Ph.D.; this could be a great recruiting tool. We would continue to retain Lecturer titles, as not every position would be appropriate for title of Professor of Practice. Suzan has asked for some additional information from her colleagues, such as titles associated with Professor of Practice (i.e., Assistant, Associate, etc.), minimum requirements with regard to degree, salary, etc. and is waiting for a response. There should be some credential distinction or industry experience between Lecturer and Professor of Practice. The Deans are interested in this possibility, and would like more information.

b. **Action/Decision**: **Suzan:** Update the group when she hears back from her colleagues.

III. **Topic/Question: Winter Tools: Follow-Up**

a. **Data/Discussion:** The Deans discussed ways to utilize the courses that we own if our full-time faculty are unable to teach during winter due to the 20% cap. Adjuncts are an option, however it is difficult to predict that courses will get enrolled over the 8 student cap and because we have a no cancellation policy, we cannot commit to the full $3000. If we are utilizing the data tools provided to us, we can ensure this doesn't happen by better defining our needs. It is important that we are planning strategically now for next summer and winter, as immediate planning is not a sustainable plan going forward. In addition, planning ahead informs how we market for off-terms; catching students who need to make up courses for winter and for students wanting to get ahead in summer. Responding to program trends would be a good approach, as well as continuing to promote the no textbook course offerings.

b. **Action/Decision: Deans:** Start to plan this semester for winter 2020 by beginning to draft out courses needed. **Molly**: Pull together some planning tools for this purpose so that the Deans can work on the plan throughout the semester.

IV. **Topic/Question: Flex Needs for 2020-21**

a. **Data/Discussion:** For planning purposes, Kyle is looking for clarification as to whether or not we are planning to have additional flex course offerings for the 2020-21 academic year. There is a lot that can be done with Blackboard Ultra that doesn't require the technology. While the three carts in Nevaldine are portable and have the ability to do what the faculty need them to do, it is recommended that we not move them across campus. It was suggested that we purchase two more carts, one for SBLA and one for SHCJ. There is no need for any structural work to be done.

b. **Action/Decision: Molly:** Will relay this information and discuss with Kyle the possibility of purchasing two additional carts with PIF funds.

Deans' Cabinet
Agenda/Action Items
Date/Time/Location: October 1, 2019 / 9:00 – 11:00 a.m. / MAC 620
Attendees: Peggy De Cooke, Kenneth Erickson, Molly Mott, Philip Neisser, Michael Newtown, Renee Campbell
Guests: Suzan McDermott

I.   **Topic/Question: Reappointment/Tenure Review Inconsistencies**
   a.   **Data/Discussion:** Concerns were identified and discussed with regard to Peer Review Committee composition within the three schools. Each department has different bylaws which specify procedure and criteria, thus each school follows different processes. There needs to be one consistent process campus-wide. Some suggestions were made as to how to make the process for Peer Review Committee composition more consistent. Suzan explained that any changes would need to be vetted through the union.
   b.   **Action/Decision**: **Deans:** Send Peggy the procedures currently being used in your schools. **Peggy:** Review them and we will discuss this further at an upcoming Deans' Cabinet meeting.

II.   **Topic/Question: Credit Validation Process**
   a.   **Data/Discussion:** A discussion ensued regarding credit for prior service. Credit for prior service is granted for years <u>in rank</u>. If someone is hired as an assistant professor and is asking for time where he/she were not in that rank, there is no time to be given. We cannot give faculty time towards tenure if they have served as an adjunct or Lecturer. It is possible, however, for someone to put themselves up for early tenure. This is a request that should not be taken lightly, and should be discussed with the faculty member's Department Chair and Dean before making such a request. The final decision for prior service credit is the Provost's.
   b.   **Action/Decision**: It was decided that Human Resources will present new faculty with the Credit Validations Guidelines when they meet with them for orientation. **Suzan:** Let the HR staff know of this process going forward. **Renee:** Make revisions to the Credit Validation Form to make it more comprehensive and send out to the Deans' Cabinet and Suzan for review.

III.   **Topic/Question: Winter Term Offerings**
   a.   **Data/Discussion:** The group discussed ways to better plan and prepare for off-term course offerings. A master schedule planned a full year in advance was again suggested. We have an abundance of shared rights courses that we purchased and we need to ensure that we are utilizing them; specifically during off-terms when students, both SUNY Canton and non-SUNY Canton, are looking for courses to take. General Education courses and no textbook courses are in demand during these semesters so we need to make sure we are promoting these type courses.
   b.   **Action/Decision**: **Molly**: Send the winter term analysis from IR to the Deans. **Deans:** Review the analysis and reach out to IR if you need additional information.

Deans' Cabinet
Agenda/Action Items
Date/Time/Location: September 24, 2019 / 9:00 – 11:00 a.m. / MAC 620
Attendees: Peggy De Cooke, Kenneth Erickson, Molly Mott, Philip Neisser, Michael Newtown, Renee Campbell
Guests: Erin Voisin, Betsy Rohr-Adams

I. **Topic/Question: SLL BOCES Dual Enrollment**
   a. **Data/Discussion:** Erin informed the Deans' Cabinet that the Memorandum of Understanding (MOU) between SUNY Canton and St. Lawrence-Lewis BOCES is due to be renewed this year. In reviewing the past few years' registrations, she reported that enrollments have been very low. These are high school students taking SUNY Canton courses through BOCES at a reduced tuition rate and receiving college credit for them. The Deans suggested it may be more beneficial for the students to achieve this end without going this particular route and rather, take BOCES taught courses per our SLL BOCES articulation agreements. This way there would be no cost for students to take the courses and they would still receive college credit for them if they attend SUNY Canton.
   b. **Action/Decision**: The Deans agreed not to pursue continuing this program, but that it should be brought to the Vice President Group for further discussion. **Renee:** Ask Michaela to add this to an upcoming VPG meeting agenda. **Peggy:** Share final decision with the Deans' Cabinet and Erin.

II. **Topic/Question: Empire Innovation Program**
   a. **Data/Discussion:** Betsy shared the Empire Innovation Grant Program with the Deans. Although research has not historically been a primary part of our mission, Peggy and the Deans feel that it could be beneficial for us to pursue this grant, as it could assist with equipment and travel costs.
   b. **Action/Decision**: It was decided that this should be brought forward to the VPG for additional discussion with regard to our mission. **Renee:** Ask Michaela to add this to an upcoming VPG meeting agenda. **Peggy:** Share final decision with the Deans' Cabinet and Betsy.

III. **Topic/Question: Lecturer Letter**
   a. **Data/Discussion:** The letter which will be sent to all Lecturers hired prior to this year was reviewed and agreed upon with small revisions.
   b. **Action/Decision: Renee:** Revise the letter and send to the Deans to disperse to their appropriate faculty.

IV. **Topic/Question: Academic Program Submission Process**
   a. **Data/Discussion:** There has been some lack of communication with regard to academic program announcements, proposals, revisions, distance learning requests, etc.
   b. **Action/Decision:** To ensure that we are accurately tracking progress of where submissions are in the process, going forward contact information will be listed as the

Provost's Office on SUNY forms and everything will be forwarded to the Provost's Office for review. All documentation will be sent out directly from the Provost's Office only.

V.   Topic/Question: Late Registration ~ Workflow Time Limit
   a. **Data/Discussion:** A discussion ensued as to an appropriate deadline from the time a student receives all permissions to late register until the billing process is satisfied and the student is officially registered.
   b. **Action/Decision**: It was decided that 48 hours (16 business hours) is a fair amount of time. **Deans:** Let faculty know that students will have 48 hours after their schedule has been rebuilt and put back on the system to take care of their billing and subsequent registering; after that, any billing not completed will result in schedules being dumped and students will be required to start the process all over again. **Renee:** Let the workflow group know.

VI.   Topic/Question: Minor Policy
   a. **Data/Discussion:** There are inconsistencies in minor policy as to how it is interpreted. The policy itself needs to be revisited.
   b. **Action/Decision**: **Renee:** Share the current policy with Peggy and the Deans. **Renee:** Add this as an agenda item for further discussion at a future Deans' Cabinet meeting.

VII.   Topic/Question: Online Proctor Tools
   a. **Data/Discussion**: We have asked that usage data be run on this software going forward. We will renew the software for another year and run the data next summer to track its utilization. The software is downloaded on student computers in Wicks Hall 006 and 008, and Nevaldine South 117 and 119. We have not educated faculty other than Nursing on this online proctoring tool. It was suggested that this be brought forward by the Teaching Learning and Technology governance committee to promote its availability. There is concern that we do not have a defined process as to where governance recommendations with regard to technology funding go after the President approves the resolutions.
   b. **Action/Decision**: It was decided that the Provost will fund the software this year. **Renee:** Ask Michaela to add to an upcoming Executive Cabinet agenda for further discussion. **Molly:** Reach out to Lucas Craig about the promotion of these online proctoring tools to the faculty through the TLTC.

VIII. Topic/Question: New Faculty Development/Department Chair Training
   a. **Data/Discussion:** Peggy and Erin are working to schedule a new faculty training before the start of the spring semester to discuss things that are mandatory in the first three years (portfolio tenure process, etc.). She is also working with Michelle to plan some department chair/curriculum coordinator trainings.
   b. **Action/Decision: Deans:** Think about what would be beneficial in these training workshops. Let Peggy know where you feel we could improve and reach out to your department chairs and curriculum coordinators to gauge where they feel deficits are.

IX.   Topic/Question: Full Year Advance – Master Schedule
   a. **Data/Discussion:** There seemed to be a significant amount of round two changes to the master schedule in EMS. The Deans agreed the schedule must be stabilized and compiling a master schedule a full year out with limited changes was discussed. The first

step in the process should be defining what service/core courses are needed, with program courses scheduling around them. These courses would stay on the schedule every semester with no changes allowed.

b. **Action/Decision: Deans:** Work with your Department Chairs and **c**ompile a list of what these courses should be. Once we have that information, we will continue this discussion at a future Deans' Cabinet. **Renee:** Add to a future Deans' Cabinet agenda.

X. **Topic/Question: Reviving Physical Education Courses**

a. **Data/Discussion:** It was suggested that we consider reviving physical education courses. Is this a good idea and if so, where would we house them? It was suggested that these courses serve as a local campus requirement for bachelor programs or as a general elective requirement.

b. **Action/Decision:** Due to time constraints, this topic will be added to a future Deans' Cabinet agenda for further discussion. **Renee:** Add to a future Deans' Cabinet agenda.

Deans' Cabinet
Agenda/Action Items
Date/Time/Location: September 3, 2019 / 9:00 – 11:00 a.m. / MAC 620
Attendees: Peggy De Cooke, Kenneth Erickson, Molly Mott, Philip Neisser, Michael Newtown, Renee Campbell
Guests: Tracey Thompson

I. **Topic/Question: Changes to Advancement Processes**
   a. **Data/Discussion:** Tracey explained new processes regarding travel and strategic planning in the Office of Advancement. In an effort to ensure that we are getting the most out of gift officers' travel, it was decided they will no longer be assigned to territories. Instead, for a more intentional approach, a gift officer will be assigned to each school, as Tracey would like to strengthen relationships with the Deans, Department Chairs, and Curriculum Coordinators. The intent is to work together with academics and plan travel around hard strategic goals where we know we have clear donor pipelines and 'follow the money,' making the most out of travel and event planning. She also suggested possibly having gift officers accompany Deans and faculty on travel to conferences, events, etc. if appropriate. A reception could be built around something that we know has funding resource possibilities. Having clearly defined gift officer portfolios, along with experts in our college and academic programs, will create team-oriented fund raising opportunities. Molly suggested pulling in her division as well. Tracey also mentioned that she would like to assign her staff a small piece of time dedicated to prospect research and mentioned the possibility of purchasing some affordable software that gives a lot of information that could help us determine who could be a good prospect.
   b. **Action/Decision: Molly:** Invite Tracey to an upcoming Directors meeting. **Deans:** Invite Tracey and your assigned gift officer to a school meeting.

Deans' Cabinet
Agenda/Action Items
Date/Time/Location: August 27, 2019 / 9:00 – 11:00 a.m. / MAC 620
Attendees: Peggy De Cooke, Kenneth Erickson, Molly Mott, Philip Neisser, Michael Newtown, Renee Campbell
Guests: Melissa Evans

I.   **Topic/Question: Granting Credit for Graduate Level Courses**
   a. **Data/Discussion:** Although there are not many, we do have some transfer students come in with graduate level coursework. Historically we have not granted credit for graduate level coursework, however there has never been any policy preventing it. Admissions would like to implement a formal policy to accept such credit on a case by case basis, with the input of the Curriculum Coordinator and/or Academic Dean as needed. This could also be beneficial to us as we look ahead towards more SUNY Online opportunities.
   b. **Action/Decision**: It was decided to move forward with Admissions' proposal to grant appropriate graduate level coursework. **Melissa:** Create a policy to incorporate onto the Admissions transfer webpage and for the College Catalog for next year.

II.   **Topic/Question: Triage Issues**
   a. **Data/Discussion:** Several problematic triage issues were identified and possible solutions were discussed. Suggestions made were to offer training to new staff and planning for temporary staffing ahead of time. Pulling a data analysis to see what student types are typically coming through triage, as well as a cross-analysis with financial aid to see if financial aid has an impact as to why students are applying so late was suggested as well.
   b. **Action/Decision**: **Melissa:** Pull together some data to share with the Deans at a future meeting. **Renee:** Work on planning a training session with lunch to include the Deans' Office staff and some admissions staff for later on in the semester.

III.   **Topic/Question: Course Demand/Online Review Standing Schedule**
   a. **Data/Discussion:** The Deans reviewed the most updated course demand/online review schedule and are satisfied with it. It also has the blessing of the Online Review Committee.
   b. **Action/Decision**: **Renee:** Share this with Memorie and the Online Review Committee.

IV.   **Topic/Question: Content Expert ~ Course Review Process**
   a. **Data/Discussion:** The charge of the governance Online Course Review Committee assumes the role of evaluating the OSCQR standard (Matching SLOs to course outline); therefore review by a content expect is no longer needed.
   b. **Action/Decision**: It was decided that we will no longer use content experts. **Renee:** Share this information with Michelle and ask her to communicate this out to the faculty body at an upcoming Faculty Assembly meeting.

V. **Topic/Question: Wrap-Up ~ Assistant Lecturer Processes & Policy**
   a. **Data/Discussion:** All faculty in the Lecturer title will follow the same procedure with regard to the review process. Portfolios will be submitted and follow the same timelines.
   b. **Action/Decision**: **Deans:** Create a letter for each Assistant Lecturer which describes responsibilities; the letter will go into their personnel files. **Renee:** Revise the Faculty Information Form to instruct faculty to be submitting to their Department Chair and Dean BEFORE submitting to the Provost's Office.

VI. **Topic/Question: Software Inventory**
   a. **Data/Discussion:** Molly shared the most updated software inventory provided by IT. Down the road IT will create a program which will give us usage statistics; this will be helpful for future decision making.
   b. **Action/Decision: Deans:** Review the inventory list, notate software not being utilized, that have been replaced by something else, software not listed, or if there is something you wish to supplement with current software. Talk to Chairs to discuss needs and forward your revisions to the Molly to share with IT.

VII. **Topic/Question: Designating Some JUST Courses as Liberal Arts**
   e. **Data/Discussion:** We know that designating these courses as Liberal Arts will be beneficial for both SUNY Online and program laddering.
   f. **Action/Decision**: It was decided to run this through the governance approval process. It was also suggested to add another line to the Curricular Change Request Form to include a space for Liberal Arts assessment. **Renee:** Send the proposal to Nick and ask him to add to a future Curriculum Committee agenda. **Renee:** Draft a revision to the Curricular Change Form to include a Liberal Arts assessment piece and send to Nick for review.

III. **Topic/Question: Recently Created IT Job Submission**
   a. **Data/Discussion:** Deans made a request that the job submission that was created for them to track course section population, be sorted and filtered by school, course designators, etc.
   b. **Action/Decision: Deans:** Submit a help desk request to address your needs.

IV. **Topic/Question: Nursing Lecturer Retirement**
   a. **Data/Discussion:** The Nursing Department has a lecturer retiring and wishes to start the search process soon to replace him.
   b. **Action/Decision: Ken**: Ask the faculty member to submit his retirement letter and we can move forward from there.

V. **Topic/Question: Student Course Comment Opt-Outs**
   a. **Data/Discussion:** The Deans spoke with some faculty who have requested to opt-out of Student Course Comments so we now have some background. Going forward, Student Course Comments should be required.
   b. **Action/Decision: Peggy:** Reach out to Suzan to ensure there are no UUP union provisions to prevent mandating Student Course Comments.

VI. **Topic/Question: Chancellor's Award Nominations for Excellence in Adjunct Teaching**
   a. **Data/Discussion: FYI:** If you wish to select an adjunct for this award, please forward the selection packet to Michaela.
   b. **Action/Decision:**

Deans' Cabinet
Agenda/Action Items
Date/Time/Location: August 13, 2019 / 9:00 – 11:00 a.m. / MAC 620
Attendees: Peggy De Cooke, Kenneth Erickson, Philip Neisser, Molly Mott, Renee Campbell
Guests: Dr. Szafran, Sharon Tavernier

I.   **Topic/Question: RooSuccess Launch**
   a. **Data/Discussion:** Sharon updated the Deans' Cabinet with a brief summary presentation of the RooSuccess webpage. There are now comprehensive, informational documents that can be accessed, and training sessions will be offered next week. She explained that RooSuccess is ready to launch for the fall semester. RooSuccess will be replacing the Moving Toward Success (MTS) and Engaged/Not Engaged early identification tools; but first and foremost is being utilized as a communication tool. Sharon also shared some additional features that RooSuccess can do, such as calendar syncing for scheduling appointments. Sharon mentioned that while faculty and staff do not need to enter their full profile in RooSuccess in order to use it, including all information makes the tool more robust.
   b. **Action/Decision**: **Deans:** Encourage faculty to utilize RooSuccess at your school meeting and during your one on one meetings with faculty this semester.

II.   **Topic/Question: Department Chair/Curriculum Coordinator Discussion**
   c. **Data/Discussion:** The Deans reviewed duties and compensation for Directors, Department Chairs, and Curriculum Coordinators. Some suggestions were made to better structure the criterion so there is consistency among all three schools.
   a. **Action/Decision: Deans:** Look for targets of opportunity and we will have a conversation with the faculty during this academic year.

Deans' Cabinet
Agenda/Action Items
Date/Time/Location: August 6, 2019/ 9:00 – 11:00 a.m. / MAC 620
Attendees: Peggy De Cooke, Kenneth Erickson, Philip Neisser, Renee Campbell
Guests:

I.   **Topic/Question: Graduate Audits in DegreeWorks**
   a.   **Data/Discussion:** Currently if a student graduates and never returns to SUNY Canton, their DegreeWorks record sits out there and their degree audit can be accessed. However, if a student admits into a new program, the former record is no longer available and there is currently no mechanism to keep that record archived anywhere.

   This is problematic for many reasons:
   1. While Banner tracks courses students took, it does not take into consideration any petitions/substitutions that students are given by their Dean and….
   2. Because of this, if accreditors are looking at student graduates and see that the student did not take a required course, they are going to question that. We need to be able to show where we substituted courses.

   As we are now electronic, we no longer keep paper folders which historically housed student program check sheets, paper petitions, etc. When we did that, we scanned those documents and put them in BDMS. Now, everything is done electronically through DegreeWorks, therefore there is not a record saved anywhere. The understanding of the reason why we do not archive our graduates' DegreeWorks audit is due to a server space issue.
   b.   **Action/Decision**: **Renee:** Ask Michaela if she would add this topic to an upcoming Executive Cabinet meeting.

II.   **Topic/Question: Designating Some JUST Courses as Liberal Arts**
   a.   **Data/Discussion:** This discussion is stemming from the SUNY Online Project that the campus is involved with. On the advice of SUNY, a list of Criminal Justice (JUST designated) courses was compiled that meet the State Ed definition of liberal arts where the content is theory-based. The Deans' Cabinet reviewed the listing. Not only will including these courses as liberal arts electives help with our program conversions from Bachelor of Technology to Bachelor of Science degrees (as students need 60 liberal arts credits for a B.S. degree), but it will also take some of the burden off SBLA faculty for teaching upper level liberal arts courses for the three programs involved in the SUNY Online Project. What is the process to get courses approved as liberal arts electives?
   b.   **Action/Decision**: It was decided that we will revisit this topic next week when all the Deans are in attendance.

III.   **Topic/Question: Apply to Graduate**
   a.   **Data/Discussion:** The implementation of a mandatory apply to graduate policy was discussed with Peggy. Peggy is not favor of making students apply to graduate

mandatory; rather, she prefers that we continue to fix the bugs in DegreeWorks so that a degree audit can be run each semester from the Registrar's Office to identify graduating students. She also suggested that two emails be sent to students who are close to graduating for planning purposes, and asking if the student is planning to walk at commencement. One email would be sent during their second to last semester and one would be sent in their last semester. Peggy realizes this will be a transitional process and there is still much work to be done to move the system in the right direction.

b. **Action/Decision**: This topic still requires much discussion. There is an Apply to Graduate meeting next week which will hopefully address concerns.

Deans' Cabinet
Agenda/Action Items
Date/Time/Location: July 23, 2019 / 9:00 – 11:00 a.m. / MAC 620
Attendees: Peggy De Cooke, Philip Neisser, Renee Campbell
Guests: Dr. Szafran, Suzan McDermott

VII.   **Topic/Question: Solution ~ Full-Time Adjunct Issue**
   a.   **Data/Discussion:** Solutions with regard to the "full-time adjunct" issue were discussed with the President and Suzan. During the discussion, Dr. Szafran recalled that this topic had been visited in the past and at that time a similar solution was presented; those documents were found and reviewed again.
   b.   **Action/Decision**: It was decided that Peggy will write up a comprehensive plan to share out with the group, as some members of the Deans' Cabinet were not available to attend.

Deans Cabinet
Agenda/Action Items
Date/Time/Location: July 16, 2019 / 9:00 – 11:00 a.m. / MAC 620
Attendees: Peggy De Cooke, Kenneth Erickson, Molly Mott

I. **Topic/Question: GED/TASC**
   a. **Data/Discussion:** There are published admission scores for GED, yet not for TASC (also a New York State high school equivalency test). The Admissions Office proposes to eliminate minimum GED scores as most SUNY institutions do not publish them; plus it would address the inequity of requiring GED yet not TASC scores.
   b. **Action/Decision**: Approved proposal to eliminate published minimum scores for GED.

II. **Topic/Question: Textbook Adoptions**
   a. **Data/Discussion: Background:** The federal law (Higher Education Opportunity Act of 2008) requires each accredited college or university that receives federal aid to gather from each of their instructors, each semester, information as to (a) whether or not each of next semester's courses will use a textbook and (b) what those books will be, if any. That information must then be made public before the preregistration period. This reporting needs to happen even for courses that do not use a textbook. Most importantly, timely textbook adoptions help reduce financial barriers by giving students time to look for low cost, used books. It also enables the Library-Provost Textbook program time to acquire the necessary books and make them available for students. Textbook adoption dates and best practices for course material are posted to the Provost Webpage at http://www.canton.edu/provost/ under Student Retention.

   Late textbook adoptions have been an on-going issue that the Provost's Office and Deans' Cabinet have been trying to improve each year. Many offices are spending a considerable amount of time encouraging timely textbooks adoptions and follow-up on outstanding ones. Outreach strategies that are used to address this issue include:
   - Sending email reminders to faculty from the Provost's Office
   - Having Deans remind faculty at school and other meetings, also email
   - Having Dept. Chairs ask faculty for an affirmative response with regard to missing deadlines
   - Requesting a list of outstanding adoptions from the Textbook center; Provost's Office and Deans follow-up with individual faculty
   b. **Action/Decision**: **Deans:** Continue to emphasize 'why' meeting textbook adoption deadlines is essential to student success and retention. Encourage discussion on solutions to this problem at school meetings, as the faculty have ownership of the issue. **Provost:** Talk to Mike Newtown/College Association. Is 'rolling 'over textbook adoptions a solution for missed deadlines?

III. **Topic/Question: Student Course Comments**

a. **Data/Discussion:** Most SUNY institutions require that all faculty participate in student course comments. There are questions as to why faculty opt-out in our process; the number of faculty who opt-out was reviewed and discussed.

b. **Action/Decision**: Deans to seek an understanding of the reasons faculty choose to opt-out in their School. Revisit the discussion.

IV. **Topic/Question: Real College Survey**

a. **Data/Discussion:** The purpose of the survey is to assess the daily experiences of college students and how they meet their basic needs (food insecurity, etc.). Should SUNY Canton participate?

b. **Action/Decision**: Peggy to reach out to Sarah and Courtney; bring to Executive Cabinet for discussion.

V. **Topic/Question: Electronic & Information Technology (EIT) Accessibility Policy**

a. **Data/Discussion:** SUNY has approved a resolution (forwarded to SUNY Board of Trustees for adoption) that recognizes that accessibility of electronic information is critical to enrollment, student success, retention, and necessary for SUNY to be an inclusive university system. The policy requires that campuses designate an Accessibility Officer. Molly shared the EIT policy at a recent VPG meeting; during the meeting, the suggestion was made to mirror the co-diversity structure and have two Accessibility Officers. Molly noted that instructional design-wise, we are well-positioned to meet the mandates of the EIT policy as the campus will launch Read-Speaker (a tool that integrates with Blackboard providing text to speech and language translation) this fall to complement Ally (a tool in Blackboard that helps faculty with ADA compliance of their content).

b. **Action/Decision:** Put EIT policy on next Executive Cabinet agenda.

Deans' Cabinet
Agenda/Action Items
Date/Time/Location: July 9, 2019/ 9:00 – 11:00 a.m. / MAC 620
Attendees: Peggy De Cooke, Kenneth Erickson, Molly Mott, Michael Newtown, Renee Campbell
Guests: Suzan McDermott

I. **Topic/Question: Adjunct Ads / Clarity of Processes**
   a. **Data/Discussion:** Currently interested adjunct candidates send their application materials to Human Resources in response to our ads. Lori creates a Blackboard shell for each adjunct position by discipline and adds the applications in the appropriate shell for review. She then gives the Department Chair of the discipline access in Blackboard and notifies them. Suzan explained that Lori can give anyone access if she is asked to do so. **FYI:** In the future, all search processes will be moving to People Admin.
   b. **Action/Decision**: It was decided that in addition to the Department Chairs, all four Deans will be also granted access for any Online Development adjunct applications. **Deans:** Let Lori know if you would like other appropriate people granted access to certain adjunct positions.

II. **Topic/Question: Full-Time Adjuncts**
   a. **Data/Discussion:** Suzan has been working on the Pay Equity UUP Project with SUNY. While working on this project, the term "full-time adjuncts" was discovered and questioned. Adjuncts are by definition part-time faculty; therefore we cannot use this term going forward. As we have valuable adjuncts that we wish to continue to utilize in a full-time capacity, a suggestion was made on how to best solve this issue going forward.
   b. **Action/Decision**: **Renee:** Invite Dr. Szafran and Suzan to our July 23rd Deans' Cabinet meeting to present the recommendation and discuss further.

III. **Topic/Question: Department Chair Information for Dr. Szafran**
   a. **Data/Discussion:** The Deans' Cabinet reviewed duties & compensation for Directors, Department Chairs and Curriculum Coordinators. There is concern with regard to overloads, additional responsibilities, and inconsistencies amongst the three schools.
   b. **Action/Decision**: **Renee:** Revise the Director/Department Chair/Curriculum Coordinator spreadsheet to include current overloads and additional responsibilities. Share with the group to review.

Deans' Cabinet
Agenda/Action Items
Date/Time/Location: July 2, 2019/ 9:00 – 11:00 a.m. / MAC 620
Attendees: Peggy De Cooke, Kenneth Erickson, Molly Mott, Philip Neisser, Michael Newtown, Renee Campbell
Guests:

<u>WELCOME DR. De COOKE!!!</u>

I.   **Topic/Question: Technology Needs/Updates (Monthly Standing Item)**
   a.   **Data/Discussion:** The Deans discussed the use of various academic software in their areas and across campus in order to capture redundancies and streamline efficiencies. It was suggested that we should assess the value of the software as well. For example, Tutoring Services surveys the campus community each year on Grammerly to ensure that it is meeting the needs of faculty and staff.
   b.   **Action/Decision**: **Molly:** Reach out to Kyle to see if we can get a complete listing of the academic software in order to review and provide feedback (continue or discontinue, etc.) to IS.

II.   **Topic/Question: Leadership Lecture Series**
   a.   **Data/Discussion:** The Deans explained our Leadership Lecture Series to Peggy and discussed ways to market/publicize the program to assist with better attendance.
   b.   **Action/Decision**: Peggy will be meeting with Advancement next week to discuss further.

III. **Topic/Question: Library Database Outreach/Budget**
   a.   **Data/Discussion:** The Library reaches out to the faculty and departments each year re: the use of databases and publications. As the Library must work within a budget, it needs to evaluate these resources (continue, discontinue, change subscriptions, etc.) and does so with faculty feedback.
   b.   **Action/Decision**: **Deans:** Share this information with your faculty. **Cori-** please cc Deans on outreach.

IV.   **Topic/Question: Extra Hires from Other Division**
   a.   **Data/Discussion:** There have been some issues with hiring adjuncts from other divisions, and this mostly stems from a lack of communication.
   b.   **Action/Decision**: **Deans:** Work to better communicate your extra service needs with each other if you wish to hire someone from another division.

V.   **Topic/Question: Full-Time Temp Situation & Solution**

a. **Data/Discussion**: The group brainstormed ways in which we can continue to fill gaps with adjuncts who we value without violating the contractual definition of adjunct, as they are by definition part-time employees.
b. **Action/Decision**: Suzan will be joining Deans' Cabinet next week to discuss further.

Deans' Cabinet
Agenda/Action Items
Date/Time/Location: June 25, 2019/ 2:00 – 4:00 p.m. / MAC 620
Attendees: Renee Campbell, Kenneth Erickson, Molly Mott, Philip Neisser, Michael Newtown
Guests:

I.   **Topic/Question: Planning for Online Course Development & Re-Review**
   a. **Data/Discussion:** This should occur during course demand time. It allows Department Chairs to plan for future online offerings and to make sure faculty know their courses are up for re-review. This will support timely submissions to the Online Governance Committee.
   b. **Action/Decision**: **Recommendations from OLAC:** The Deans support the recommendation for courses to be reviewed every 5 years rather than the current 3 year cycle. **Molly:** Ask Michelle Currier to send this through the governance process.

II.   **Topic/Question: Adjunct Ads**
   a. **Data/Discussion:** There is confusion regarding what happens when adjunct resumes are submitted to Human Resources. Because this discussion began with our E-Core needs, one suggestion was to ask Human Resources to add a selection titled "Online Course Development Positions" to the Job Opportunities webpage. Under that title, we could outline our online course development needs. Once we have clarity from H.R. as to what their processes are, we can work with them on how best to post our ads on the website.
   b. **Action/Decision: Renee:** Send Suzan an invitation to attend an upcoming Deans' Cabinet meeting to discuss best practices going forward.

III.   **Topic/Question: People Admin Postings Due Dates**
   a. **Data/Discussion: Anticipated Hires:** Deans should be prepared to move postings forward ASAP when approved.
   b. **Action/Decision**:

IV.   **Topic/Question: Computer Replacement Concerns**
   a. **Data/Discussion:** There is concern that with the changing needs of specific programs, it gets more difficult when it comes time to replace machines, specifically Macs which are very expensive. While our needs increase, our equipment replacement pot of funding does not.
   b. **Action/Decision**: It was decided that for now we will play it by ear, as some years there are less computer replacement needs than other years.

V.   **Topic/Question: Standing Item on Deans' Cabinet Agenda**

c. **Data/Discussion:** It was suggested that a discussion take place at the first Deans' Cabinet meeting of the month regarding technology needs and updates. Discussions can then be shared with VPG; the goal is improved communication and the sharing of information.

a. **Action/Decision**: **Renee:** Our first discussion will focus on looking at our internal software, in consultation with Information Services, to ensure we are avoiding possible redundancies.

Deans' Cabinet
Agenda/Action Items
Date/Time/Location: June 18, 2019/ 9:00 – 11:00 a.m. / MAC 620
Attendees: Renee Campbell, Kenneth Erickson, Molly Mott, Philip Neisser, Michael Newtown
Guests: Betsy Rohr-Adams, Dr. Szafran

I. **Topic/Question: Perkins Grant ~ Betsy**

a. **Data/Discussion:** Betsy explained that the Perkins Grant application guidelines are put off for now; possibly another 5-6 weeks. Albany is restructuring the Perkins Grant for the next 5 years, this year being the "transition year." The core indicators have changed. Last year's funding was $108,000. The group discussed what to apply for in the 19-20 fiscal year ask that meets the criteria of the grant. Several options were discussed. We do have some time to think about it.

b. **Action/Decision**: **Deans:** Think about potential expenses that could be utilized by the grant. Send ideas to Betsy. We will re-group and prioritize needs sometime in July.

II. **Topic/Question: Micro-Credentials & Advisory Board**

a. **Data/Discussion:** FYI: Enrollment Management Working Group Sub-Committee Recommendation: It was suggested that we periodically reach out to Advisory Board members and ask them what types of micro-credentials could be valuable in their area of work.

b. **Action/Decision**: **Deans:** Encourage curriculum coordinators to reach out to advisory board members from time to time and ask what we could be offering to students as micro-credentials to make them more employable after graduation.

III. **Topic/Question: Anticipated Hires (Dr. Szafran)**

a. **Data/Discussion:** The 2019-20 Anticipated Hires spreadsheet was reviewed and revised.

b. **Action/Decision**: **Dr. Szafran:** Make revisions to the spreadsheet and send back out to the Deans' Cabinet for review.

IV. **Topic/Question: Director/Department Chair/Curriculum Coordinator Responsibilities/Compensation**

a. **Data/Discussion:** The subject of equality of work/compensation was discussed.

b. **Action/Decision: Deans:** Make a list of your Directors/Department Chairs and focus on the following criteria: Number of programs they oversee, number of faculty they oversee (full and part–time faculty), number of enrollments in the program(s), and compensation. Send this to the President by Friday, July 26th to be reviewed on July 29th.

Deans' Cabinet
Agenda/Action Items
Date/Time/Location: June 4, 2019/ 1:00 – 3:00 p.m. / MAC 620
Attendees: Renee Campbell, Kenneth Erickson, Molly Mott, Philip Neisser, Michael Newtown
Guests:

I.   **Topic/Question: Accounting Search**
   a. **Data/Discussion:** With recent departures, the question as to whether or not we are going to search for another accounting faculty member at this time was discussed.
   b. **Action/Decision**: As the Accounting, B.S. degree is on hold for the time being, it was decided we would hold off on searching for an accounting faculty member and revisit our needs with the next round of anticipated hires.

II.   **Topic/Question: Review & Course Development Timeline**
   a. **Data/Discussion:** It makes the most sense to review/develop online courses at the time course demands are due since that is the time when decisions are made as to what will be taught and will work best with Open SUNY. Timelines were discussed in consultation with the Registrar.
   b. **Action/Decision**: **Phil:** Update timeline spreadsheet per our discussion and send to the Deans' Cabinet. **Renee:** Add this to our June 25th Deans' Cabinet meeting to finalize the timeline.

III.   **Topic/Question: EMWG Faculty Appointments**
   a. **Data/Discussion:** Two faculty from each school are needed to serve on the Enrollment Management Working Group.
   b. **Action/Decision**: **Deans:** Reach out to faculty and let Molly and Renee know who is interested in serving.

IV.   **Topic/Question: Student Course Comment Faculty Opt-Outs**
   a. **Data/Discussion:** Faculty Student Course Comment opt-outs were discussed.
   b. **Action/Decision**: It was decided that this topic will be brought up again when our new Provost starts.

V.   **Topic/Question: Life Experience Credit Revisions (Phil)**
   a. **Data/Discussion:** Phil revised the Life Experience Credit policy and shared it with the Deans' Cabinet. Suggestions were made.
   b. **Action/Decision**: **Phil:** Make suggested revisions to the policy and send to Renee. **Renee:** Ask Yilei Shi to add this to the first fall Academic Standards agenda.

Deans' Cabinet
Agenda/Action Items
Date/Time/Location: May 28, 2019/ 9:00 – 11:00 a.m. / MAC 620
Attendees: Renee Campbell, Kenneth Erickson, Molly Mott, Philip Neisser, Michael Newtown
Guests: Michelle Currier

I.   **Topic/Question: FYEP C-2's**
   a. **Data/Discussion:** Because FYEP C-2s come from Sharon, the Deans are unaware if faculty in their schools who are teaching FYEP are going over their load limits.
   b. **Action/Decision**: **Molly:** Ask Sharon to send the Deans' Offices a list of which faculty members are slated to teach FYEP courses each semester for tracking purposes.

II.   **Topic/Question: OLAC Feedback (Michelle)**
   a. **Data/Discussion:** Michelle presented the Deans' Cabinet with recommendations from OLAC (an advisory structure) regarding online course reviews and development. A sustainable process needs to be put in place, as we cannot scale our current processes. The following recommendations were shared with the Deans for discussion:
      ➢ Purchase all courses in perpetuity rather than renewing every three years
      ➢ A set compensation of $3000 for co-ownership (shared rights) of a course
      ➢ Move towards a 5 year re-review, rather than a 3 year re-review for courses
      ➢ Provide a small stipend of $250 for magnitude of change in course content < 50%/ $500 for magnitude of change in course content > 50%.
   b. **Action/Decision**: This discussion will be shared with the new Provost and with the academic community for feedback and input.

III. **Topic/Question: Rank Matrix for Civil**
   a. **Data/Discussion:** The Deans reviewed the Civil and Environmental rank matrix and made some recommendations.
   b. **Action/Decision**: **Mike:** Make revisions and send back to the department.

Deans' Cabinet
Agenda/Action Items
Date/Time/Location: May 21, 2019/ 9:00 – 11:00 a.m. / MAC 610
Attendees: Renee Campbell, Kenneth Erickson, Molly Mott, Philip Neisser, Michael Newtown
Guests:

I. **Topic/Question: Flex Cart Needs**
    a. **Data/Discussion:** Flex cart needs were identified.
    b. **Action/Decision**: It was decided that Mike will purchase three, tier-3 flex carts with his remaining PIF grant funds. Molly will invest in the Early Childhood flex room (tier-2 flex cart).

II. **Topic/Question: Special Project Expenses**
    a. **Data/Discussion: FYI:** We have some upcoming big expenses coming down the pipeline, such as Cybersecurity. A sustainability plan needs to be put in place. Molly will be meeting with the President, Shawn, and Kyle to discuss such a plan.
    b. **Action/Decision**:

III. **Topic/Question: Academic Standing Revised Chart: Feedback**
    a. **Data/Discussion:** The Deans agreed that the new academic standing chart worked well with minimal issues.
    b. **Action/Decision**: **Renee:** Ask Memorie if it is possible to program in sequential GPAs to assist the Deans with making decisions.

IV. **Topic/Question: Cook 100**
    a. **Data/Discussion:** Phil shared his proposed plan for Cook 100. The "ticker tape" technology on the wall will be removed, as the upkeep is very expensive to continue keeping it. The old TVs will be removed and be replaced with a large TV, facing the window to the hallway. Phil suggested perhaps purchasing Bloomberg to display on that TV. This would be significantly cheaper to maintain. Phil also mentioned potentially getting a flex cart for the room, as a way to breathe new life into the Investment Club and to include online students. Phil's off-term account would pay for these changes.
    b. **Action/Decision**:

Deans' Cabinet
Agenda/Action Items
Date/Time/Location: May 7, 2019/ 9:00 – 11:00 a.m. / MAC 620
Attendees: Renee Campbell, Kenneth Erickson, Molly Mott, Philip Neisser, Michael Newtown
Guests: Sarah Todd

I.   **Topic/Question: Honors Program Task Force (Sarah)**
  a. **Data/Discussion:** The Honors Program Task Force has been meeting this semester to determine best ways to build on our current Honors Program. Sarah presented the task force's recommendation, which was reviewed and discussed by the Deans' Cabinet. The Deans had additional questions, which will be further discussed in future task force meetings and deliverables will once again be presented to the Deans' Cabinet.
  b. **Action/Decision**: It was decided that the committee's recommendations will be launched as a pilot for the Fall 2019 semester and that the Honors Program Task Force will serve as an advisory board going forward for this initiative.

II.   **Topic/Question: Permission to Withdraw/Drop after Deadline: Who?**
  a. **Data/Discussion:** The Deans' Cabinet discussed who should be making decisions on students who are requesting to drop or withdraw after the deadline. They do not feel that this should be an academic decision, regardless of whether the student is matriculated or non-matriculated.
  b. **Action/Decision**: **Renee:** Let Patrick and Memorie know that going forward, decisions to allow or not allow students to drop or withdraw after the deadline should lie with the Registrar. If students wish to appeal that decision, they should be directed to the Director of Operations for the One Hop Shop.

III.   **Topic/Question: Follow-Up: Workflow- Identifying Online Courses (development, shared rights, re-review) & Related Steps & Academic Planning**
  a. **Data/Discussion:** A standardized set of dates with hard deadlines needs to be established to assist with better planning. We will ask Marela for her online course review best practices spreadsheet and continue discussion.
  b. **Action/Decision**: **Renee:** Ask Marela if she would submit her best practices spreadsheet to the Deans' Cabinet.

IV.   **Topic/Question: Academic Standing Chart**
  a. **Data/Discussion:** The Deans are aware that the programming is not yet incorporated into Banner, thus the Academic Standing lists will be run the same as prior semester's lists until next fall. Update: Memorie is able to make the revisions to Banner.
  b. **Action/Decision**: The Deans will utilize the new Academic Standing chart this semester.

V. **Topic/Question: Final Exam Week Concerns**

    a. **Data/Discussion:** Concerns were raised that students are not receiving their full 15 weeks of instruction. In addition, the subject of students who are scheduled to take more than three final exams in one day was revisited. There is no written policy, however it has been suggested that students in this case could approach their faculty and request accommodations be made for them on another day. Notice would need to be given to the faculty before the last day of classes. If all instructors say no, the Dean would be petitioned.

    b. **Action/Decision: Renee:** Send recommendations for both of these concerns to the Academic Standards Committee.

Deans' Cabinet
Agenda/Action Items
Date/Time/Location: April 30, 2019/ 1:00 – 3:00 p.m. / MAC 620
Attendees: Renee Campbell, Kenneth Erickson, Molly Mott, Philip Neisser, Michael Newtown
Guests: Randy Sieminski, Melissa Evans

VIII. **Topic/Question: SAT/ACT Scores for Student Athletes**
   a. **Data/Discussion:** Athletics and Admissions requested to update policies to better reflect compliance with NCAA rules and regulations. Student Athletes applying for a 2 year degree must be held to the same admissions standards as those applying for a 4 year degree. We recommend adding language to our current admissions policy stating prospective athletes applying for a 2 year degree will be required to submit an SAT or ACT score. The policy will state that any student who wishes to participate in athletics must submit their ACT/SAT scores, regardless of what degree they are seeking. The changes would affect a small number of prospective students. There will be some exceptions such as international students who are not required to submit an SAT or ACT score. These changes will more accurately reflect our policies and procedures moving forward.
   b. **Action/Decision**: The Deans agreed and support this policy.

IX. **Topic/Question: Requesting Feedback: Workflow –Identifying online courses (development, shared rights, re-review) and related steps and academic planning**
   a. **Data/Discussion:** We now have an Online Learning Governance Committee; this group is charged with reviewing online courses. Steps leading up to courses being submitted for review should be as efficient as possible for all involved. Deans discussed academic planning and timelines related to this. It was also noted that much has changed since we started online learning at the college (more courses, a governance committee, etc.) and perhaps this is the time for appropriate committees to review processes? For example, now that we are using the approved OSCQR Rubric (Open SUNY Course Quality Review), do we still need content reviewers?
   b. **Action/Decision**: **Molly:** Ask Michelle which governance committee these suggestions should be sent to. **Phil:** Ask Marela if she is willing to share her planning spreadsheet for the Deans to look at. **Renee:** Add this topic to next week's agenda for further discussion.

X. **Topic/Question: Summer Session Planning**
   a. **Data/Discussion:** We are seeing the effects of online competition with other institutions. Sarah pulled the data and our enrollments are down in certain areas (e.g. decrease in U-Albany and Binghamton students as these campuses develop their own courses)

b. **Action/Decision**: It was decided that after the semester is over, a mini retreat with the Deans' Cabinet and Sarah will be beneficial to brainstorm strategic planning for off-term enrollments. **Renee:** Plan a mini retreat for early June.

XI. **Topic/Question: Wait Lists**
a. **Data/Discussion:** Wait lists were discussed. The Deans did not feel it would be a good idea to implement the Banner function where students, in order of their place on the wait list, have a certain amount of time to add themselves to the course if a spot opens up. They also do not feel that eliminating the process of Deans' Offices adding students to the wait list would be beneficial, due to possibly needed to add additional sections.
b. **Action/Decision: Renee:** Check with the workflow group and see if it is possible to include a selection in the course change workflow where students can request to be added to a waitlist if they do not receive permission from the instructor.

Deans' Cabinet
Agenda/Action Items
Date/Time/Location: April 23, 2019/ 9:00 – 11:00 a.m. / MAC 620
Attendees: Renee Campbell, Kenneth Erickson, Molly Mott, Philip Neisser, Michael Newtown
Guests: Sarah Todd, Melissa Evans

I. **Topic/Question: Apply to Graduate Concerns (Sarah)**

   a. **Data/Discussion:** Sarah has concerns that making Apply to Graduate mandatory will have an effect on our graduation rates. In addition, she feels that we need to figure out a way to catch students who obtain a second degree, perhaps without even realizing it, so that we can include them in our graduation rate data.

   b. **Action/Decision**: The Deans agree that this topic requires further discussion, likely with other offices on campus that will need to be included. **Renee:** Check with Memorie and ask her if she heard anything back from her SUNY Registrar's list serve. It was decided that we will continue this discussion further when our new Provost begins.

II. **Topic/Question: International Program One-Offs (Melissa)**

   a. **Data/Discussion:** All international students who come to SUNY Canton on a visa must be taking 9 credit hours of face to face coursework, therefore we need to ensure that we have a comprehensive listing of the programs that will accommodate those requirements. We want to be sure that we are sending potential face to face international students cohesive, accurate information. Telling students that a program requires special advising, but not providing them a degree plan or guide to help them navigate the curriculum, poses risks. To assist with this concern, Admissions is requesting that the current program listing be reviewed and updated annually and that programs consider a degree plan much like nursing created. This way everyone is working off of the same guide (Admissions Office, Athletics, Academic areas), causing less confusion and frustration for potential international students. We also need to keep in mind that the availability of flex classes may impact planning.

   b. **Action/Decision**: **Renee:** Share current 2017 academic program listing with the Deans. If there are changes from that listing, please forward to your curriculum coordinators to review and update. **Deans:** Send updates by May 15th to the Provost office. Note: The International Office is able to assist students and faculty with advising requirements for international students.

III. **Topic/Question: Summer Session Credit Hour Limit**

    a.   **Data/Discussion:** Concern that we are getting several requests for students to take 13 or 14 credit hours due to 4 credit hour labs. Could we change the wording to 14 credit hour limit?

    b.   **Action/Decision**: **Renee:** Let Memorie and Travis know that the Deans would like these revisions. Molly will update the SOP off-term protocol.

IV.   **Topic/Question: Expediting the Cross-Registration Process**

    a.   **Data/Discussion:** The Deans reviewed a recommendation outlining a proposal for a more streamlined cross-registration process.

    b.   **Action/Decision**: Discussion to be shared and re-visited with new Provost.

V.   **Topic/Question: Annual Report Timeline**

    a.   **Data/Discussion:** Annual Reports are due to Michaela on July 1st. Renee created a One Drive to update last year's materials. The changes are due June 15, 2019.

    b.   **Action/Decision**:

Deans' Cabinet
Agenda/Action Items
Date/Time/Location: April 16 2019/ 9:00 – 11:00 a.m. / MAC 620
Attendees: Renee Campbell, Kenneth Erickson, Molly Mott, Philip Neisser, Michael Newtown
Guests:

I.   **Topic/Question: Emeriti Faculty Privileges**
   a.   **Data/Discussion:** If emeriti faculty request access to campus office space, Deans will do their best to accommodate whenever possible.
   b.   **Action/Decision**:

II.   **Topic/Question: Anticipated Hires**
   a.   **Data/Discussion:** The final version of the 2019-20 anticipated hires spreadsheet was revised and approved by the Deans.
   b.   **Action/Decision**: **Renee:** Forward to Dr. Szafran for his review.

III.   **Topic/Question: Academic Affairs Strategic Initiative Grant Proposal**
   a.   **Data/Discussion:** One submission was reviewed and approved.
   b.   **Action/Decision**: **Renee:** Notify faculty member.

IV.   **Topic/Question: Double Majors**
   a.   **Data/Discussion:** The Deans talked about whether or not to move forward with campus discussions of double majors.
   b.   **Action/Decision**: It was decided we would not pursue this at this time, yet will revisit the discussion with our new Provost, Dr. Peggy De Cooke when she arrives.

Deans' Cabinet
Agenda/Action Items
Date/Time/Location: April 9, 2019/ 9:00 – 11:00 a.m. / MAC 620
Attendees: Renee Campbell, Kenneth Erickson, Molly Mott, Philip Neisser, Michael Newtown
Guests:

I. **Topic/Question: Micro-Credentials**
   a. **Data/Discussion:** The Criminal Justice Department is developing an Orthomosaic Map micro-credential that has a mix of credit and non-credit bearing courses included in it. The plan is to have the micro-credential on the student transcripts.
   b. **Action/Decision**: **Renee:** Reach out to Memorie and ask her if she foresees any issues.

II. **Topic/Question: Anticipated Hires**
   a. **Data/Discussion:** The hires spreadsheet was reviewed and updated.
   b. **Action/Decision**: **Molly and Ken**: Share the list with Dr. Szafran.

III. **Topic/Question: Textbook Adoptions**
   a. **Data/Discussion:** There are still missing textbook adoptions for the Fall semester.
   b. **Action/Decision**: **Renee:** Ask David for the missing adoption list and share with the Deans.

IV. **Topic/Question: Capstone Budget**
   a. **Data/Discussion:** During capstone projects, students are purchasing their own supplies, tools, wiring, etc. An opportunity to provide some annual funding from the Provost's and/or Deans' Office off-term budgets for supplies to be available for student use was suggested.
   b. **Action/Decision**: It was decided that the Deans will identify their schools' needs, at which point a maximum amount and a review process will be discussed further.

V. **Topic/Question: Targeting Marketing Programs**
   c. **Data/Discussion:** The Deans' Offices each propose one program to Admissions that they wish to target for marketing in the upcoming year. Admissions in turn, uplifts these programs with office space, resources, etc.
   d. **Action/Decision: Deans**: Share this information with your school and explain to them how the process works. Once target programs are identified, reach out to Melissa.

VI. **Topic/Discussion: Off-Term Teaching Pool/E-Core (Molly)**

   a. **Data/Discussion**: We did ads for adjuncts, however we are still looking for folks who are willing to do Work for Hire for course development as well.

   b. **Action/Decision:** It was decided that a separate generic ad for course development will be created. **Renee:** Reach back out to Human Resources to find out what their process is when they receive adjunct faculty applications.

Deans' Cabinet
Agenda/Action Items
Date/Time/Location: April 2, 2019/ 9:00 – 11:00 a.m. / MAC 620
Attendees: Renee Campbell, Kenneth Erickson, Molly Mott, Philip Neisser, Michael Newtown
Guests: Sharon Tavernier

   I. **Topic/Question: Starfish Demo**

   a. **Data/Discussion:** Sharon demonstrated the basics of Starfish (RooSuccess) to the Deans' Cabinet. The mechanism for feedback (e.g., email messages) on RooSuccess will go to Retention Governance Committee Chair, Marianne DiMarco-Temkin. Point person for functionality is Sharon Tavernier.

   b. **Action/Decision**:

   II. **Topic/Question: Anticipated Hires**

   a. **Data/Discussion:** The Deans reviewed the anticipated hires spreadsheet. Due to time constraints, we will revisit next week.

   b. **Action/Decision**: **Renee:** Send the spreadsheet to the Deans to populate. **Deans:** Complete and send to Renee to prepare for next week. **Renee:** Add this back to next week's agenda.

   III. **Topic/Question: Academic Software Survey**

   a. **Data/Discussion:** Information Services sent out the annual request for faculty to complete the academic software survey. The link will remain live through the close of business on Friday, April 26, 2019, and can be completed multiple times if necessary.

   b. **Action/Decision**: **Deans:** Remind faculty to submit their software needs via the Annual Academic Software Survey, also notify IS of changes in rooms for classes that require software that is only deployed in specific labs (e.g. AutoCAD, etc.)

Deans' Cabinet
Agenda/Action Items
Date/Time/Location: March 26, 2019/ 9:00 – 11:00 a.m. / MAC 610
Attendees: Renee Campbell, Kenneth Erickson, Molly Mott, Philip Neisser, Michael Newtown
Guests: Melissa Evans

I. **Topic/Question: HVAC Deactivation ~ Mid-Cycle**
   a. **Data/Discussion:** Our HVAC Trades, AOS program has been fully approved. We would like students who have been admitted into the certificate programs (Air Conditioning Maintenance and Repair & Heating and Plumbing) to consider this two year program instead. The rationale is that industry wants our graduates to have the two year degree, plus these students could be eligible for the Excelsior Scholarship, whereas certificate seeking students are not eligible. Melissa agrees but shared her concerns, specifically with deactivating a program mid-cycle where students may only wish to attend one year for a certificate degree rather than a two year degree.
   b. **Action/Decision**: It was decided that the two certificate programs, Heating & Plumbing and Air Conditioning & Maintenance Repair, will eventually be deactivated, but not mid-cycle. **Melissa:** Send Mike the names and contact information of the students admitted into the certificate programs. **Mike:** Ask the faculty in these programs to reach out to the admitted students and discuss the option of the two-year program with them.

II. **Topic/Question: Notice of Failure ~ MTS**
   a. **Data/Discussion:** The wording on the MTS Notice of Failure and Notice of Dismissal is confusing. The Notice of Failure text states that students are dismissed from the course and this needs to be cleaned up. Before we put a lot of work into this, we need to first determine what Starfish is going to pull from our current MTS wording.
   b. **Action/Decision**: **Molly:** Reach out to Sharon to find out if the text from our current MTS selections are going to be incorporated into the Starfish option, as MTS will be replaced by Starfish. .

III. **Topic/Question: Apply to Graduate Issue**
   c. **Data/Discussion:** There have been several student complaints that they are unable to choose a degree program other than the one they are enrolled in even though they have met the requirements of another degree. Currently student choices are only their current degree program, or any degree program they have been matriculated in at one point in time.

a. **Action/Decision**: The Deans feel that any program that can ladder with the students' current program should be included as a selection in the Apply to Graduate drop down box. (For example, Criminal Investigation students should also have Criminal Justice as a choice). Students who feel that they have earned a Liberal Arts or Individual Studies degree will be sent to their Dean's Office. For consistency, all of the Deans' offices should be following the same processes. **Deans:** Compile a list of laddered programs to be programmed into Banner for Apply to Graduate; include program names and numbers and send them to Renee. **Renee:** Send the lists to Memorie once everything has been submitted.

IV. **Topic/Question: Green Paper**
   a. **Data/Discussion:** No comments need to go back.
   b. **Action/Decision**:

V. **Topic/Question: Backfills**
   d. **Data/Discussion:** The group reviewed the backfill requests.
   e. **Action/Decision**: **Renee:** Move the funds into the Deans' accounts.

Deans' Cabinet
Agenda/Action Items
Date/Time/Location: March 12, 2019/ 9:00 – 11:00 a.m. / MAC 620
Attendees: Renee Campbell, Kenneth Erickson, Molly Mott, Philip Neisser, Michael Newtown
Guests:

I.   **Topic/Question: Portfolio "Norm" Timeline**
   a.   **Data/Discussion:** There was some confusion regarding the timeline for portfolio reviews. These questions were addressed.
   b.   **Action/Decision**:

II.   **Topic/Question: Provost's CA Funds Protocol**
   a.   **Data/Discussion:** We need to make sure that people are seeking permission first before charging anything to the Provost's College Association fund.
   b.   **Action/Decision**: **Deans:** Remind your schools to be following protocol for requesting CA funds.

III.   **Topic/Question: Drop Deadline for Late Registration?**
   a.   **Data/Discussion:** Several students whose bills were not processed were seeking permission to register very late into the semester. Suggestions for a drop deadline were made, such as census date.
   b.   **Action/Decision**: It was decided that this is a discussion for the Executive Cabinet. **Renee**: Ask Michaela to add it to an upcoming E.C. agenda.

IV.   **Topic/Question: Assessment Close the Loop**
   a.   **Data/Discussion:** Assessment slides from the Deans' symposia were reviewed and discussed.
   b.   **Action/Decision**: **Renee:** Move funds to appropriate accounts. Send out email to the faculty.

V.   **Topic/Question: Printer Usage on Campus**
   a.   **Data/Discussion:** The group talked about other options and ways to cut down on the unnecessary usage of campus printers.
   b.   **Action/Decision**: **Deans:** Encourage faculty and staff in your area to be thoughtful when utilizing campus printing. Large copy jobs should be sent to Central Printing, and other things can be posted to Blackboard instead.

Deans' Cabinet
Agenda/Action Items
Date/Time/Location: February 26, 2019/ 2:00 – 4:00 p.m. / MAC 610
Attendees: Renee Campbell, Kenneth Erickson, Molly Mott, Philip Neisser, Michael Newtown
Guests: Melissa Evans, Sarah Todd

I. **Topic/Question: Melissa: Course Equivalency Table**
   a. **Data/Discussion:** In the past, we have not tied our course equivalencies to the actual term students have taken them; both at SUNY Canton and transfer schools. We know we need to be updating our course equivalency table yearly/bi-yearly to make sure that we are giving our students the proper credit, as well as ensuring accuracy for Excelsior Scholarship purposes; however it has proven to be a very manual process.
   b. **Action/Decision**: The College is going to collectively start with the Fall 2018 date stamp for all equivalencies that the faculty have just given us and continue that pattern going forward. The Deans agreed the date stamp idea is important. It was suggested that when creating new courses, faculty should be researching similar courses offered at other SUNY institutions so they align with other colleges. An addendum to the curricular change request forms will be implemented. **Phil & Melissa:** Work on writing some text for the addendum to include with the form.

II. **Topic/Question: Melissa: Open House vs. Admitted Student Day**
   a. **Data/Discussion:** Admitted Student Day will focus on clubs at the Academic & Student Services Fair in the morning and faculty will do presentations at their regular time**.** Open House will have faculty at the Academic & Student Services Fair and clubs will be mid-day at the Campus Center.
   b. **Action/Decision**: **Deans:** Let your faculty know.

III. **Topic/Question: Sarah: Flex Classes**
   a. **Data/Discussion:** SUNY IR will put forward an amendment to the current Online Type listings to include a new flex class option, and they anticipate that it will be ready for next Fall. Rather than using two separate sections, we will put all flex classes into one course beginning this fall. One small reporting issue is that we need to identify students who are fully online or not and since flex courses are not identified that way, this could cause potential problems. How can we collect that data internally for now?
   b. **Action/Decision**: IR will collect the data internally by reviewing students' course listings.

IV. **Topic/Question: Winter Term: Profit/Loss Demographics**

a. **Data/Discussion:** Molly and Sarah shared the demographics data from the past 4 winter term sessions. We have had a decline in enrollments, most likely from competition from other colleges who are catching on to off-term online offerings.
b. **Action/Decision**: **Sarah**: Will check and see where we seem to be losing with regard to our non-degree, non-SUNY Canton students.

Deans' Cabinet
Agenda/Action Items
Date/Time/Location: February 19, 2019/ 2:30 – 4:00 p.m. / MAC 610
Attendees: Renee Campbell, Kenneth Erickson, Molly Mott, Philip Neisser, Michael Newtown
Guests:

I. **Topic/Question: Anticipated Hires**
   a. **Data/Discussion:** The updated anticipated hires spreadsheet was reviewed. Several questions and concerns arose.
   b. **Action/Decision**: **Renee:** Set up a meeting with Dr. Szafran, Shawn, Molly and Ken.

II. **Topic/Question: Academic Standing Chart Update**
   a. **Data/Discussion:** The updated chart was discussed. Some of the changes may potentially cause some confusion for advisors and students.
   b. **Action/Decision**: **Ken:** Speak with Kerrie to inquire what other options could be more comprehensive. .

III. **Topic/Question: Academic Student Handbooks**
   a. **Data/Discussion: FYI:** Academic Program Student Handbooks should not contradict our Student Handbook policies.
   b. **Action/Decision**: A process to ensure this will be discussed in the future.

IV. **Topic/Question: Double Majors**
   a. **Data/Discussion:** The Deans discussed the pros and cons of double majors, including financial aid concerns. If it is decided that we move forward with, a process needs to be put in place. Some suggestions were made.
   b. **Action/Decision:** It was decided that we will pause on this discussion and revisit it when our new Provost starts.

Deans' Cabinet
Agenda/Action Items
Date/Time/Location: February 5, 2019/ 9:00 – 11:00 a.m. / MAC 610
Attendees: Renee Campbell, Kenneth Erickson, Molly Mott, Philip Neisser, Michael Newtown
Guests:

VII. **Topic/Question: Update: Academic Standing Chart Revisions**
   a. **Data/Discussion:** Ken spoke with Kerrie Cooper about the academic standing chart revisions. She had concerns that the chart no longer has a quantitative standard (pace) at which students must progress through their programs to graduate within the maximum timeframe for financial aid purposes.
   b. **Action/Decision**: It was decided that Kerrie will draft a chart that will be included, in addition to the chart the Deans' Cabinet revised. Once that has been done, the draft Academic Standing Chart will be forwarded to the Academic Standards Committee for review.

VIII. **Topic/Question: Strategic Initiative Grant Program**
   a. **Data/Discussion:** The Deans reviewed the grant guidelines provided by the Office of Sponsored Research-some revisions.
   b. **Action/Decision**: **Phil:** Make revisions and bring back to Deans Cabinet for a final review before sending the division the RFP email.

IX. **Topic/Question: Internship Orientation Compensation**
   a. **Data/Discussion:** A justification for an Internship Orientation course was presented and discussed. Some additional information was requested from the Deans. This could be a topic that needs to be discussed through a governance group.
   b. **Action/Decision**: **Phil:** Obtain needed additional information from the concerned faculty member and bring back for further discussion.

X. **Topic/Question: Honors Program Draft Email**
   a. **Data/Discussion:** The Honors Program Task Force letter draft was reviewed and approved by the Deans.
   b. **Action/Decision**: The draft was approved. **Deans**: Ensure the faculty you recommended to serve on the task force have a heads up and agree to serve. Let Renee know. **Renee:** Once all the members are identified, prepare and send appointment letters to them.

XI. **Topic/Question: Auditing Spreadsheet ~ DL Programs**
   a. **Data/Discussion:** The Distance Learning spreadsheet was reviewed and updated.
   b. **Action/Decision**: **Molly:** Make revisions and send to the Deans' Cabinet.

XII. **Topic/Question: ECore Audit**
   a. **Data/Discussion:** Deans reviewed list of ECore listings
   b. **Action/Decision**: **Deans: M**ake plans to address outstanding courses

Deans' Cabinet
Agenda/Action Items
Date/Time/Location: January 29, 2019 / 9:00 – 11:00 a.m. / MAC 610
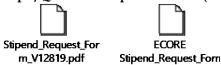**Attendees: Renee Campbell, Kenneth Erickson, Molly Mott, Philip Neisser, Michael Newtown**
Guests: Sarah Todd

I. **Topic/Question: Department Codes**
   a. **Data/Discussion:** SUNY has asked for department codes for a faculty workload and cost of instruction analysis project they are working on. The Deans discussed best ways to code departments. Sarah suggested coding departments by course, not by faculty member. We can create our own departments if we want to go to a more micro level, which Sarah feels we should do. The department code data will be put in SCACRSE in Banner.
   b. **Action/Decision**: **Sarah:** Put together a spreadsheet, separated by school, including current codes we are using and CIP codes as well. **Deans:** Review spreadsheet and make revisions/additions to the spreadsheet and send back to Sarah.

II. **Topic/Question: Stipend Process (e-Core Stipend Form)**

Stipend_Request_Form_V12819.pdf

ECORE Stipend_Request_Form

   a. **Data/Discussion:** The shared rights stipend process has been tweaked so that approval for shared rights is secured prior to course development rather than after the course is development: The developer indicates on the development form if the course is a shared rights course. This will trigger a request for approval (via the attached form) from the department chair and Dean. Subsequently, the stipend will automatically be processed for payment by the Provost Office after successfully completing the online course review process. Shared rights for 3 years: $1,000; Shared rights for e-Core courses (textbook-free, general education courses) in perpetuity: $5,000.
   b. **Action/Decision**:

III. **Topic/Question: Honors Program Revisions**
   a. **Data/Discussion:** The Honors Program needs to be revisited, as students admitted into the program are not getting what is promised to them. A task force will be put together to look at the Honors Program and decide how best to move forward to make the program successful.

b. **Action/Decision**: It was decided that the task force, composed of a faculty member from each school along with someone from Residence Life, will be charged to make recommendations on how to best make this program work. In addition, the committee will be asked to make recommendations with regard to compensation for whoever runs the program.

IV. **Topic/Question: OLAC Recommendations for Lockdown Browser**
   a. **Data/Discussion:** The Nursing faculty piloted the Respondus Lockdown Browser during their final exams last semester. Afterwards, a survey was sent to the faculty and the students. Molly wrote up their feedback and sent it to the Online Learning Advisory Committee. The OLAC sent their response back, recommending that we move forward with the Respondus Lockdown Browser. The software will not be loaded onto student personal computers, however. Students will need to utilize campus computers.
   b. **Action/Decision**: **Ken**: Let Nursing faculty know to schedule their final exams now to reserve Wicks 006/008.

V. **Topic/Question: Academic Standing Revisions**
   a. **Data/Discussion:** The Deans reviewed the revised Academic Standing draft and discussed Kerrie's concerns with regard to financial aid.
   b. **Action/Decision**: **Ken:** Talk with Kerrie about her concerns. This discussion will be revisited.

VI. **Topic/Question: Workflow ~ Faculty Participation**
   a. **Data/Discussion:** The Deans shared faculty feedback, which Renee will bring to the Workflow group.
   b. **Action/Decision**:

VII. **Topic/Question: Faculty Inclusion on Admissions Tours**
   c. **Data/Discussion:**
   d. **Action/Decision**: Faculty are welcome to use tours that pass through their area as opportunities to introduce themselves to prospective students and their families and share their passion for and insight on their program.

Deans' Cabinet
Agenda/Action Items
Date/Time/Location: January 22, 2019 / 9:00 – 11:00 a.m. / MAC 610
Attendees: Renee Campbell, Kenneth Erickson, Molly Mott, Philip Neisser, Michael Newtown
Guests:

I.   **Topic/Question: Life Experience Credit Policy & Fees**
a.   **Data/Discussion:** The Enrollment Management Working Group sub-committee is working on streamlining the cumbersome process of the Life Experience Credit procedure and is looking for feedback from the Deans. Some suggestions were made.
b.   **Action/Decision**: It was decided the policy itself should be revisited to be better streamlined, but the fee will not be included in the changes; they will remain the same. **Phil:** Take the Deans' suggestions to the EMWG sub-group.

II.   **Topic/Question: Pre-Requisite Failures**
a.   **Data/Discussion:** A discussion ensued as to how to better catch students who are not successful in a course which is a pre-requisite to something that they are scheduled for in the following semester.
b.   **Action/Decision**: Advisors are expected to be looking at their advisees' DegreeWorks records to be watching for cases like this, especially during pre-scheduling, midterms, and grade review. **Deans:** Remind faculty advisors to be checking their advisees for these cases.

III.   **Topic/Question: Auditing a Course & Off-Term Compensation for Auditors**
a.   **Data/Discussion:** Should students who are auditing classes be considered in enrollments? In addition, should faculty who teach during off-term in sections that are not enrolled over 8 students be compensated for auditors?
b.   **Action/Decision**: Auditors may enroll in a course only if an empty seat is available. Auditors should not be included in enrollment. Faculty will not be compensated for students auditing their course during unfilled off-term semesters. **Renee:** Let Memorie know.

IV.   **Topic/Question: NCCC – Pilot Programs**
a.   **Data/Discussion:** The question of which pilot programs should be included in this initiative was discussed.
b.   **Action/Decision**: It was decided that we will start with business programs. **Phil:** Look at those programs on the NCCC list and let Melissa know what is decided.

V.   **Topic/Question: Academic Standing Revisions (Ken)**
      a.   **Data/Discussion:** The revised academic standing chart was reviewed and discussed.
      b.   **Action/Decision**: **Renee:** Send revisions to the Academic Standards Committee for review.

Deans' Cabinet Plus
Agenda/Action Items
Date/Time/Location: January 15, 2019 / 9:00 – 11:00 a.m. / MAC 620
* Denotes that President Szafran will attend
Attendees: Renee Campbell, Kenneth Erickson, Melissa Evans, Molly Mott, Michael Newtown, Betsy Rohr Adams, Memorie Shampine, Sarah Todd, Erin Voisin
Guests:

I.   **Topic/Question: Office of the Registrar Report (Memorie)** ~ *Schedule Change Form Revisions; Cross-Registration Procedure; EMS-OER Identification*
      a.   **Data/Discussion: 1. Schedule Change Form Revisions:** Memorie presented the forms for Deans' review. Mike suggested creating this as a workflow. Although there is a running list of workflows in the que, this one is relatively simple so may be able to be done timely. **2. Cross-Registration Procedure:** The process will remain the same. The Registrar's Office will make decisions on requests. If the request is denied and the student appeals, the request will be sent to the Dean for a decision. **3. EMS-OER Identification:** Reminder that departments are putting OER identifiers in EMS when submitting course demands.
      b.   **Action/Decision**: 1. **Renee:** Reach out to Kyle to find out when Carol is due to start back. **Deans:** Send any form revisions you want to Memorie by the end of the week.

II.   **Topic/Question: Office of Admissions Report (Melissa)** ~ *North Country Community College*
      a.   **Data/Discussion:** Melissa updated the Deans about where we are with our potential partnership with North Country Community College.
      b.   **Action/Decision**: **Melissa:** Send the enrollment trends for NCCC to the Deans. **Deans:** Re-look at the programs again and see what you think could work if we pursue this; let Melissa know.

III. **Topic/Question: Office of Institutional Effectiveness Report (Sarah)**
      c.   **Data/Discussion:** Our IPEDS graduation rate that we will report is currently 40%. It will increase our graduation rate significantly if we keep on track. We have a list of students who are not enrolled for spring. Those students need to be contacted to ensure they are coming back. This is a human touch situation that can keep us on our upward trajectory. Sarah suggested the Deans pass the student information onto program directors for outreach.
      d.   **Action/Decision: Sarah:** Send list to Deans. **Deans:** Share these student lists with program directors.

XII.   **Topic/Question: Office of Research & Sponsored Programs Report (Betsy)**
   a.   **Data/Discussion:** Betsy reported that the Innovative Instruction Technology Grant (IITG) is out and accepting RFPs. http://commons.suny.edu/iitg/
   b.   **Action/Decision**: Reach out to Betsy with questions or if you have specific statistical needs.

XIII.   **Topic/Question: Micro-credential Procedure**
   a.   **Data/Discussion:** The purpose of micro-credentials is to focus on a specific target.
   b.   **Action/Decision**: It was decided that once approved, the faculty member who puts forth the micro-credential will work with Public Relations and Admissions to market it in a way which will attract students to pursue it. For now, questions from students will be directed to the Curriculum Coordinator or Department Chair. **Renee:** Let Travis know that this will be coming, as micro-credentials continue to be created.

XIV.   **Topic/Question: Chancellor Award Nomination Process Proposal**
   a.   **Data/Discussion:** Proposal was shared with the Deans' Cabinet.
   b.   **Action/Decision**: **Molly:** Let Michaela know this was discussed.