

Provost's Cabinet

Agenda/Action Items

Date/Time/Location: December 7, 2021 / 9:00 – 11:00 a.m. / MAC 620

Attendees: Peggy De Cooke, Michelle Currier, Melissa Evans, Philip Neisser, Michael Newtown, Renee Campbell, Johanna Lee, Sharon Tavernier, Sarah Todd

Guests:

- I. **Topic/Question: Non-Degree Wait Lists & Instructions on Website**
 - a. **Data/Discussion:** At this time, no students regardless of matriculation status, have the ability to put themselves on a waiting list; someone has to manually add them. Melissa feels that we are losing some non-degree enrollments because of this and asked if there could be some language added on the website which directs non-degree students on how to get added to a wait listed course. Sharon is open to having a message created on the non-degree course listings page indicating the number of students there are on the wait list, and stating that they should keep checking back for openings. Peggy suggested it may also be beneficial to check in with the Registrar list serve to see how other colleges address this issue. On a side note, Sharon also indicated that the automated wait list is set up, she just needs to solidify the specific instructions for the faculty and the students.
 - b. **Action/Decision: Sharon:** Put out a query to the Registrar list serve to see how other SUNY colleges address this issue. **Melissa:** Put in a help desk ticket to ask IT to add a selection in the non-degree course listings indicating the number of students on the wait list and create a message stating that wait lists are fluid, therefore they should keep checking back.

- II. **Topic/Question: Degree Conferral – Non-Degree Students**
 - a. **Data/Discussion:** A Degree Conferral policy was drafted to ensure that we are conferring degrees only to matriculated students. The policy is still in the approval process, and a concern has been identified with regard to the policy and winter term. For example, a student separates from the College for a time, then wishes to return and complete their few final credits over winter term to graduate. Although we would want them to be re-admitted as a matriculated student, we do not typically admit students to the College during winter. This means that we would have to push the student's readmittance to spring, which is not good customer service. While it was agreed that having the student matriculate is the correct road to take to assist with things such as graduation tracking, graduation reporting, etc., the student could in fact take their needed courses elsewhere and transfer them back, and in the end graduate anyway; and we would lose out on that revenue. Melissa indicated that students could be admitted for the winter term, however there are many other campus offices that should really be brought into the discussion. The question arose as to whether or not the policy needs to be tweaked, and Peggy feels this needs to be discussed further with the pertinent offices included.
 - b. **Action/Decision: Renee:** Ask Michaela to add this to an upcoming Executive Cabinet meeting.

- III. **Topic/Question: SUNY OL – Date for Determining Spring Under-Enrolled Courses**
 - a. **Data/Discussion:**
 - b. **Action/Decision:** Date for canceling SUNY Online courses for Spring 2022 will be December 10th and courses with fewer than 8 enrollments will be canceled.

IV. Topic/Question: Strategic Planning

a. Data/Discussion:

- b. Action/Decision: Group:** Regarding Strategic Planning: Please be receptive to ideas from your faculty and staff and ensure ideas are being ushered through the appropriate administrative/governance committees.

V. Topic/Question: Department Chair Proposals

- a. Data/Discussion:** Mike and Peggy met with an ad hoc committee who are proposing revisions to the Director/Department Chair responsibilities due to the elimination of Curriculum Coordinators. Peggy shared the proposed documents with the Deans and asked them to review them and offer her any suggestions or thoughts.

- b. Action/Decision: Deans:** Please review and share any thoughts with Peggy and Mike by Thursday afternoon.

Provost's Cabinet

Agenda/Action Items

Date/Time/Location: November 16, 2021 / 9:00 – 10:30 a.m. / MAC 620

Attendees: Peggy De Cooke, Michelle Currier, Melissa Evans, Philip Neisser, Michael Newtown, Renee Campbell, Johanna Lee, Sharon Tavernier

Excused: Sarah Todd

I. Topic/Question: SUNY Online Update

- a. **Data/Discussion:** Sharon briefed the group on the current process with regard to SUNY Online. SON students are admitted as such with a SON campus code. Over the past 6 months to a year since COVID, we have had a handful of SUNY Canton students who wish to take online courses, and the only online options were SON sections. In order for them to take these courses online, we felt we were better off changing them to a SON student, and although they were not admitted as such, we coded them as SON students. Melissa indicated that to be good stewards, we were sending SUNY OL the credit once students were moved into those courses. This is causing confusion between SON and Sarah's data, which prompted a discussion and the conclusion was that it would be better to leave Canton students as is, and allow them to take SON courses on a per student basis, which would ensure cleaner reports. However, if we do that, non-SUNY Online students are not able to log in to Blackboard Ultra, which is the learning platform that SON uses. The majority of these issues were within the Cybersecurity program, once COVID hit and students discovered they can take their coursework online.
- b. **Action/Decision:** At this point, we need to keep the best interest of the student in mind and the reality is that there are not a lot of students with this issue; therefore, it makes sense to deal with it as it is for now. However, if there is an explosion of enrollments in the future, we will need to revisit this decision.

II. Topic/Question: e-Campus Issues

- a. **Data/Discussion:** Johanna has received a lot of feedback regarding e-Campus issues. She wonders if there is value in gathering feedback and having it centralized to be sorted through, troubleshooted, and fixed. One example of a problem she has discovered is Access VR students are not able to directly connect their funds to e-Campus. Another example is faculty who prefer to use an older edition of a textbook in an effort to save students money and e-Campus indicates they do not have it, but offers the newer, more expensive book. Finally, the system is not user-friendly when it comes to in-house lab manuals. Part of the problem seems to be that we do not have a point person on campus to direct these issues to. We know that we are one year into the contract with e-Campus and that we currently have a two-year contract with them. It was further recognized that there are always growing pains with any new initiative. We know that Delhi uses e-Campus, so it was suggested that it may be beneficial to reach out to them to see how they address some of these issues with e-Campus. Another suggestion was to put together a task force as a starting point to help address these issues.
- b. **Action/Decision:** It was decided that a task force will be put together. Their charge will be to look for the challenges and successes of e-Campus and potential training that needs to take place. Also, investigate ways to interface our systems more cohesively so that we can address our campus needs, especially marketing with low cost options for students through e-Campus or finding ways to make those options more visible, more so for the

needs of special groups on campus who will interface with the system differently. **Mike:** Write up the charge for the task force. **Johanna and Deans:** Send Mike names in your area whom you feel would like to serve on this task force. **Melissa:** Enlist a student ambassador to serve and send the name to Mike.

III. Topic/Question: Weather-Related Cancellations & Classes

- a. **Data/Discussion:** Faculty have inquired about being allowed to hold classes remotely if there are cancellations or delays due to inclement weather, to ensure students are not missing instructional times. Peggy indicated that we have proven that we can teach effectively remotely, so she sees no reason why they cannot meet the terms of their class remotely.
- b. **Action/Decision: Peggy:** Send a central communication indicating that depending on the needs of each area, only essential services will be needed if there are cancellations or delays due to inclement weather. **Melissa, Sharon, Johanna, Sarah:** Make sure your areas have an internal inclement weather plan in place to share with your staff.

IV. Topic/Question: Rotating Schedules in Offices During Winter Break

- a. **Data/Discussion:** The question was raised whether or not office staff may work on a rotating schedule during the winter break, allowing staff to take turns working from home.
- b. **Action/Decision:** Peggy said that while classes are not in session, and as long as there is someone in the office providing coverage, it is fine for staff to work on a rotating work from home basis.

Provost's Cabinet

Agenda/Action Items

Date/Time/Location: October 26, 2021 / 12:00 – 2:00 p.m. / Microsoft Teams

Attendees: Peggy De Cooke, Michelle Currier, Melissa Evans, Philip Neisser, Michael Newtown, Renee Campbell, Johanna Lee, Sharon Tavernier, Sarah Todd

Guests:

WELCOME NEW PROVOST'S CABINET MEMBERS, SARAH, JOHANNA, AND SHARON!

I. Topic/Question: Lecture-Lab Section Issues

- a. **Data/Discussion:** The grading for lectures and labs, in most cases, goes to the lecture when the lecture is tied to a lab. In many cases, the lecture carries all of the credits and the lab has zero credits, and courses with multiple lab sections have their own CRNs. This is creating two problems. The first problem is with regard to mid-terms and finals. Because Banner does not exclude the zero credit labs, when the job submissions are run to find missing grades, the Deans' office staff have to manually go in and find those courses and exclude them. Second, when students are trying to register for classes and they sign up for the lecture but not the lab. Mike feels that things are not being coded properly which is causing these issues. Sarah indicated that the first issue is a programming issue, which needs to be fixed by the programmers. For the other issue, the lecture needs to have the co-requisite lab set up properly, which also needs to be fixed by the programmers. We cannot go the route of having one CRN for both the lecture and the lab. Or perhaps we need to have the lab set up as a gradable section. Michelle indicated that in Nursing, the lab, lecture and clinical has 10 credit hours, all under the lecture. She feels that each part of that should be "de-coupled" into separate sections so each piece is graded properly. That way students are not repeating something that they already passed. Sarah mentioned that she spoke to the Assistant Registrar at Plattsburgh and he was very helpful, that they have a good process for this, and would be happy to speak with us about implementing a better process.
- b. **Action/Decision: Sharon:** Reach out to Pam Enser or the Assistant Registrar at Plattsburgh to find out how they address this issue.

II. Topic/Question: Mid-Term Protocol

- a. **Data/Discussion:** Protocol regarding the opening and closing of the mid-term grade portal was discussed.
- b. **Action/Decision:** It was decided that at this time, no change will be made to process.
Deans: Make more of an effort to educate faculty and try to provide them with a different perspective; notably, the importance of students wanting to know where they stand at mid-term.

III. Topic/Question: Admissions Visits

- a. **Data/Discussion:** In our continuing effort to keep density low, we are finding it difficult to move people through the day during Admissions events, making options limited. We need to be mindful of the density issue, while ensuring that we are also being thoughtful of volunteers' time; however, we need to have a robust presence at these events, and make sure someone is there to greet the families. Suggestions on how we balance these issues so that we are being respectful of peoples' time, as well as ensuring that students are getting a nice presentation during their visit? Melissa indicated that surveys were sent out today to Saturday's attendees for feedback to hopefully help gauge what needs some adjusting. Some other suggestions were made. One was to change the title

“academic presentations” to something different, as that doesn’t seem to spark interest with the students. Another was to ask faculty upfront what amount of time they have to commit to being here; some faculty offered one session and if it filled, then they were willing to open another section. That worked well, as that way they are not committing to more time unless there is interest enough for an additional session. Michelle suggested having each academic area set up a table in their area during faculty meetings with families, which would not include big groups of people, but rather encourage impromptu small meetings with families while they take their tours. She said the C.J. Dept. had a table set up in Dana, and chatted with families about the new building and their programs. She indicated that in the past when we had the fairs in the mornings at the CARC, there was always great interaction with families and they got to talk about a variety of different topics. When speaking one on one, they asked things like internship placements, faculty credentials, etc. Maybe tables with some swag, to generate one on one conversations would work well, as Michelle found that students prefer to ask their questions on a one on one basis. Melissa indicated that would be an easy thing to do and she liked the idea. It is important that students get to see the academic spaces during their tour, as that generates excitement. A suggestion box was also brought up as a way to generate feedback.

- b. **Action/Decision: Melissa:** Have Mo reach out to the schools to talk about these ideas. Her office will pay for the props and banners.

IV. Topic/Question: Reminder: Effective Dates, Revisions to Academic Programs and Courses

- a. **Data/Discussion: FYI:** We need to make sure that when revisions are made to current programs or courses, we are not prematurely making these changes on check sheets, web pages, etc. prior to the revisions being fully approved; be it internally or externally (SUNY, State Ed, etc.).
- b. **Action/Decision:**

Provost's Cabinet

Agenda/Action Items

Date/Time/Location: October 12, 2021 / 9:00 – 11:00 a.m. / MAC 620

Attendees: Peggy De Cooke, Michelle Currier, Melissa Evans, Philip Neisser, Michael Newtown, Sharon Tavernier, Renee Campbell

Guests: Dale Rice

Welcome Sharon Tavernier as Interim Registrar!

I. Topic/Question: SBDC - Tax Credit Benefit

- a. **Data/Discussion:** Dale briefed the group on what the Small Business Development Center does. They are funded through the U.S. Small Business Administration and SUNY; SUNY Canton is a host campus. There are 22 regional centers in the statewide network and Dale mentioned that we recently took over the Plattsburgh office, which he is working to get fully staffed now. The SBDC covers the whole North Country, assisting clients with their business planning, marketing, financial management and research. They offer one on one business counseling and training and provide seminars and workshops. Dale indicated that once COVID hit and everything went remote, most of their work circled around disaster recovery and the economic impact small businesses were facing; they are now starting to see movement from survival mode back to normal start-ups. Currently businesses are having difficulty finding qualified employees. A tax credit benefit has been put in place for businesses that have an applicant who is not necessarily qualified, however could become qualified with training. It was suggested that in addition to letting local employers know about this tax credit benefit, encourage them to provide classes for their employees. It was suggested that a drawing for a free course be offered as an incentive. Dale will have his staff push this idea to their clients. He also mentioned his work with our CREST Center and workforce development. Mike stated that it would be helpful to know what the needs of the community are with regard to program development; Dale suggested setting up meetings between his local clients with the Deans or a survey could be conducted to the area to see what kind of interest this generates. If not a lot, he can go further out with his outreach.
- b. **Action/Decision:** It was decided Dale will start with a local survey.

II. Topic/Question: Lecturer Promotion to Senior Lecturer

- a. **Data/Discussion:** Peggy shared a document with the group that she created outlining criteria for promotion to Senior Lecturer.
- b. **Action/Decision:** It was decided Peggy would bring this to the next Labor/Management Meeting.

III. Topic/Question: Labster

- a. **Data/Discussion:** Labster is an online educational platform which provides virtual lab simulations. Students are able to train in a risk-free environment virtually before walking into an actual laboratory. A lot of faculty utilizes it as pre-lab material. It is very science-based, although there are 6 simulations in Engineering. The salesman also provided data and stated that the cost is determined by number of simulations we want. Mike indicated that because it offers a multitude of simulations that everyone can use college-wide, he feels that would be the most appropriate package if it is decided to purchase it.
- b. **Action/Decision: Mike:** Send your school meeting recording to the Provost's Cabinet members.

Provost's Cabinet

Agenda/Action Items

Date/Time/Location: October 5, 2021 / 9:00 - 10:10 a.m. / MAC 620

Attendees: Peggy De Cooke, Michelle Currier, Melissa Evans, Philip Neisser, Michael Newtown, Renee Campbell

Guests:

- I. Topic/Question: Rank Matrices & Lecturers**
 - a. Data/Discussion:** Several Lecturers have inquired as to whether or not they may apply for a Senior Lecturer position this year.
 - b. Action/Decision: Peggy:** Discuss this with the President. **Renee:** Add this topic to next week's Provost's Cabinet agenda.

- II. Topic/Question: EMWG Representative Needed**
 - a. Data/Discussion:** As the academic sub-committee part of the process draws near, a representative from the School of Science, Health and Criminal Justice is needed due to a resignation from the committee. Because the resignation occurred midway through the member's term, the Dean will recommend someone who will finish out the term and an election will take place after that.
 - b. Action/Decision: Michelle:** Make a recommendation and let Melissa and Phil know.

Provost's Cabinet

Agenda/Action Items

Date/Time/Location: September 29, 2021 / 9:00 – 10:00 a.m. / MAC 620

Attendees: Peggy De Cooke, Michelle Currier, Melissa Evans, Philip Neisser, Michael Newtown, Renee Campbell

Guests:

- I. **Topic/Question: Revised Appointment & Promotion Timeline**
 - a. **Data/Discussion:** The revisions were reviewed and discussed. Next steps will be to present this to the union.
 - b. **Action/Decision: Renee:** Send to Michaela to add to the next Labor/Management meeting agenda.

Provost's Cabinet

Agenda/Action Items

Date/Time/Location: September 21, 2021 / 1:00 - 1:45 p.m. / Teams

Attendees: Peggy De Cooke, Michelle Currier, Melissa Evans, Philip Neisser, Michael Newtown, Renee Campbell

Guests:

- I. **Topic/Question: Timeline for Spring Reviews - Peer Review Committee to Chair**
 - a. **Data/Discussion:** The Peer Review Committee gets a short period of time in the Spring semester to get a faculty member's portfolio submitted to the Department Chair. This is because the portfolio gets to them January 1st but the Spring semester begins close to the end of January. Portfolios are due to the Department Chair on February 1st. Peggy indicated that when she met with the union recently at a Labor Management meeting, issues with specific due dates came up. There are going to be some changes to the timeline that will be drafted. Additionally, we are going to start working on making changes to the review process for Lecturers, whereby Lecturers will be able to apply for promotion to Senior Lecturer and abbreviated recommendation letters will be accepted rather than the lengthy recommendation letters which are being submitted. Mike suggested three-year contracts for Senior Lecturers be included as well.
 - b. **Action/Decision:**

- II. **Topic/Question: Ad Hoc Committee - Department Chairs/Director Concerns**
 - a. **Data/Discussion:** Peggy mentioned that at the Labor Management meeting, UUP requested that a committee be formed to discuss concerns of Department Chairs and Directors.
 - b. **Action/Decision: Deans:** Speak with your Directors and Chairs and nominate someone in your school to serve on this ad hoc committee. One of the Deans will also serve, along with Peggy. Let Peggy and Renee know.

- III. **Topic/Question: Open House Itinerary**
 - a. **Data/Discussion:** Melissa explained that we are running into some planning challenges with regard to safety and in person Open Houses with larger numbers of people. Some colleges are doing their Open Houses fully virtual and some are trickling in some small face to face events. Melissa said the plan initially was to continue moving forward with in person events and a fall bus trip; but that brings up the concern of how we do that safely, if we are inviting large groups to campus. The summer splash event worked out well, as people were able spread out around campus. The solution seems to be to not have large numbers of people, but rather, host smaller events instead. One suggestion included having a few strategically placed Admissions events which would run around individual programs and appointments with faculty. The families would register for a block of time with the faculty from their program of interest and Admissions would plan events around that block of time, with things like tours, lunch, etc. This way we aren't asking people to come together for a large gathering. Melissa does not believe we are going to be able to do the themed Open Houses right now, especially for the bus trip. We would want to have a general Open House to support that, so they can sign up for any major. Additionally, for the bus trip, requiring a negative COVID test 72 hours before getting on the bus or proof of vaccination was discussed, along with perhaps a rapid test at the bus. Masks will be required. Another idea is to encourage students to limit the

number of guests they bring, and maybe need to provide waivers for approval (childcare issues, etc.). It was suggested to maybe do some videos with general information prior to the visit. Also, ask faculty how many people they feel comfortable with having within their space.

- b. Action/Decision: Deans:** Bring this to your Chairs and get their feedback. If you have other ideas, please let Melissa know.

Provost's Cabinet

Agenda/Action Items

Date/Time/Location: August 31, 2021 / 9:00 – 11:00 a.m. / MAC 620

Attendees: Peggy De Cooke, Michelle Currier, Melissa Evans, Philip Neisser, Michael Newtown, Renee Campbell

Guests: Johanna Lee

VI. Topic/Question: Learning Assistant Initiative

- a. **Data/Discussion:** Johanna discussed the Learning Assistant Effort, which is designed to help reduce the Drop/Fail/Withdraw (DFW) rates, improve student GPA and retention, and help to overcome obstructions that lead to students' inability to progress academically. Students who have successfully completed a course would be employed to act as a Learning Assistant for identified courses. The Learning Assistant would attend class and then spend their remaining hours in the Tutoring Center. Johanna estimates Learning Assistants would work 6-9 hours per week. She indicated that this would look good on their resumes, and could also be used for the co-curricular leadership badge which can also be added to their resume/transcript. They will be initially be paid using CARES funding and, if successful, we will apply for outside grant support going forward. Michelle mentioned that Power BI could perhaps help with identifying more detailed course information including sections, instructors, and modality comparison. Additionally, faculty may be able to pinpoint what students may be interested in serving as a Learning Assistant. Johanna indicated that the hope is to begin this sooner than later, perhaps prior to mid-term, ideally before Engaged/Not-Engaged.
- b. **Action/Decision: Johanna:** Obtain more detailed information about the courses identified for this initiative. **Deans:** If you have recommendations for identified courses or students who may excel as a Learning Assistant, please let Johanna know.

IV. Topic/Question: Textbook Reserve Program

- a. **Data/Discussion: FYI:** Some faculty require students to bring their textbook to class with them. Students who do not have a textbook may utilize the textbook reserve program in the library; however, they are not permitted to remove textbooks from the library. As such, borrowing the textbook from the library to take to class is not an option. It is important that faculty understand this and offer students textbook options (ex., OER, e-books, etc.) for various reasons, such as financial constraints and accessibility.
- b. **Action/Decision: Deans:** Remind the faculty the importance of this.

V. Topic/Question: Micro-Credential Policy

- a. **Data/Discussion:** The micro credential policy was reviewed and discussed. Suggestions were made.
- b. **Action/Decision: Renee:** Make suggested changes to the policy. Send to Michaela and ask her to add it to an upcoming President's Cabinet meeting.

VI. Topic/Question: Leave of Absence (Include off-term GPA?)

- a. **Data/Discussion:** The question arose as to whether or not off-term GPA should be included if a student meets the 2.0 GPA criteria after the regular term, takes off-term courses and does poorly bringing their GPA below the minimum requirement, and then

subsequently requests a Leave of Absence. Currently the workflow will not allow the student to proceed if the 2.0 GPA requirement is not met.

- b. **Action/Decision:** It was decided that rather than pulling a student's GPA (2.0 or better) to determine eligibility for a Leave of Absence, it should instead pull the student's academic status (standing). If a student is in good standing or status is academic warning, they should be allowed to continue through. If the status is AS (suspension) or AR (Recovery), they will not be allowed to proceed. **Renee:** Put in a help desk request to have Information Services make this adjustment.

Provost's Cabinet

Agenda/Action Items

Date/Time/Location: August 10, 2021 / 9:00 – 11:00 a.m. / MAC 620

Attendees: Peggy De Cooke, Michelle Currier, Melissa Evans, Philip Neisser, Michael Newtown, Renee Campbell

Guests: Aimee Walker

- I. **Topic/Question: Micro-Credentials & CLR's (Comprehensive Learner Records)**
 - a. **Data/Discussion:** Currently, a micro-credential shows only as a note on a student's transcript. However, a student may earn a micro-credential regardless of whether or not their major is completed. Aimee added micro-credential as an option in TEST in Degree Works; the micro-credential may be tracked like a major or a minor. If Student Outcome Tracking is run, it will read the micro-credential as the primary major and show as completed on the student's transcript, regardless of whether or not the major has been completed. Aimee mentioned that we don't want to tie this to graduation per se, as that will prompt graduation fees, etc. But a report may be run at the end of each semester to pull students who have met the requirements of a micro-credential. If the student earns a micro-credential, they may request a transcript which will show that they have completed it. Involving CREST and SBDC was also suggested as opportunities for students to earn a micro-credential. Aimee talked about CLR's, which are Comprehensive Learner Records. These records would include whatever we wanted to include for the student, such as study abroad, any software used that is industry specific, leadership positions the student held and their title, etc. The CLR's are shareable so they can be put on LinkedIn, Facebook, Twitter, etc.
 - b. **Action/Decision: Next steps – Aimee:** Create some policies, and write up a draft. Once we commit to the policy, we will move it from TEST to PRODUCTION and work on some sort of web presence which will connect people from there.

- II. **Topic/Question: Student Outcome Tracking (SOT) & Double Majors**
 - a. **Data/Discussion: FYI:** Financial Aid only applies towards a student's primary degree; this is a federal regulation. If a student declares a second major and runs into problems with SOT, the Registrar can flip the student's curricula in Banner so that the student will avoid problems with financial aid. There is no issue with a student changing their major. Heather may be able to run the SOT on demand so we can catch issues students may have.
 - b. **Action/Decision: Aimee:** Add this to the how-to manual she created for the faculty.

- III. **Topic/Question: Orientation – Curriculum Meetings**
 - a. **Data/Discussion:** Curriculum meetings will be done face to face on August 25th at 1:00 p.m. There will be an option for online only students to attend virtually via Teams at 4:00 p.m. that day.
 - b. **Action/Decision:**

- IV. **Topic/Question: Dept. Chair/Director Appointment Letter Revisions**
 - a. **Data/Discussion:** The revised draft of the Director/Department Chair appointment letter was reviewed by the group.

- b. Action/Decision:** It was decided that in an effort to avoid the 20% cap issue, it makes sense for the faculty to be compensated for their stipend during the summer, rather than spread out throughout the academic year. **Peggy:** Send this information to Suzan.

- V. Topic/Question: Anticipated Hires**
 - a. Data/Discussion:** The anticipated hires for next year were reviewed and discussed.
 - b. Action/Decision: Renee:** Make updates and compile into one document. Send to Peggy and the Deans for final review. **Peggy:** Include this in the budget for next year.

Provost's Cabinet

Agenda/Action Items

Date/Time/Location: July 13, 2021 / 10:00 - 11:00 a.m. / Microsoft Teams

Attendees: Peggy De Cooke, Michelle Currier, Melissa Evans, Philip Neisser, Michael Newtown, Renee Campbell

Guests: Aimee Walker

- I. **Topic/Question: Double Major Policy - Last Look**
 - a. **Data/Discussion:** The policy was reviewed and remaining questions were answered.
 - b. **Action/Decision:** It was decided to move forward with the policy as written. **Renee:** Send the policy to Michaela to share with the College Council for final approval.

- II. **Topic/Question: Textbook Adoptions - e-Campus Update**
 - a. **Data/Discussion:** The group discussed e-Campus, specifically what processes will work best for our campus and faculty outreach. Some ideas were suggested.
 - b. **Action/Decision:** Because this is a new process, it was decided that before deciding on how often we would like e-Campus to reach out to the faculty for their book adoptions, we will check with other SUNYs currently utilizing e-Campus and inquire about their best practices. **Aimee:** Reach out to SUNY Delhi and SUNY Morrisville.

Provost's Cabinet

Agenda/Action Items

Date/Time/Location: June 22, 2021 / 9:00 – 11:00 a.m. / Microsoft Teams

Attendees: Peggy De Cooke, Kenneth Erickson, Melissa Evans, Philip Neisser, Michael Newtown, Renee Campbell

Guests: Aimee Walker

- I. **Topic/Question: Parts of Term – Aimee**
 - a. **Data/Discussion:** Aimee reminded the Deans that instructors need to stay within the scheduled parts of term, as going outside of that time affects her turning on and off of grading, etc. If it is decided that we need more parts of term, it is an easy fix and Aimee can do that if given notice ahead of time. Peggy suggested that because faculty seem to be experimenting with different parts of term, perhaps a set of rules need to be developed as again, this affects Registrar processes.
 - b. **Action/Decision:** If this comes up again, we will need to make the faculty aware of the logistics of this, a good rationale/justification will be required, and will need to include Aimee in those discussions.

- II. **Topic/Question: Faculty Portfolios – Missing Information**
 - a. **Data/Discussion:** Peggy reminded the Deans to please ensure that the faculty portfolios be complete going forward. She suspects that the new rank matrix going forward will help with this, however she is currently finding that there is a lot of missing material.
 - b. **Action/Decision:** Going forward the Deans will ensure that the portfolios are complete.

- III. **Topic/Question: Fall Expectations**
 - a. **Data/Discussion:** We will be offering face to face classes this fall and faculty will be expected to be back in the classroom. Faculty who are teaching flex classes are not to be surveying their class on day one and deducing that they will be teaching fully online. Faculty will be expected to be on campus, regardless of the number of students physically in the classroom. Peggy inquired about students making multiple deposits; Melissa stated that this has not be a significant problem here. They suspect that students are doing this in an effort to wait to discover what institution will offer the best option for what they wish. Melissa discussed the recruiting initiatives that Admissions has going on now.
 - b. **Action/Decision:**

Provost's Cabinet

Agenda/Action Items

Date/Time/Location: June 8, 2021 / 9:00 – 11:00 a.m. / Microsoft Teams

Attendees: Peggy De Cooke, Michelle Currier, Kenneth Erickson, Melissa Evans, Philip Neisser, Michael Newtown, Renee Campbell

Guests: Aimee Walker, Sharon Tavernier

Welcome Michelle!

- I. **Topic/Question: Degree Works Upgrade Demonstration**
 - a. **Data/Discussion:** Sharon and Aimee demonstrated the new version of Degree Works for the Deans. The updated version will be rolling out on June 16th.
 - b. **Action/Decision:**

- II. **Topic/Question: Prior Learning Credit - College Catalog**
 - a. **Data/Discussion:** The Prior Learning Credit policy falls under the Admissions section of the catalog, however in practice no one in Admissions works with the policy. Potential students who are looking at what they might be able to get credit for will look for that information here, so it is appropriate to stay under Admissions section. Melissa wanted to ensure that there are no concerns with the policy in addition to the changes made last Fall. The policy is accurate.
 - b. **Action/Decision: Melissa:** Let Publications know it is good to go.

- III. **Topic/Question: Closing Wait Lists**
 - a. **Data/Discussion:** When are we planning to shut the automatic wait lists down?
 - b. **Action/Decision:** Aimee stated that it would be best to try something first and see how it works and if necessary, make changes from there. It was decided wait lists will be shut down on day 1 of classes and when day 2 starts, the students will need to start utilizing the course change workflow to seek permission. Aimee is planning to send the faculty the names of the students who were on the wait list when she shuts them down so that the faculty can make informed decisions when they receive subsequent requests. The plan is to roll this out for the Fall semester.

Provost's Cabinet

Agenda/Action Items

Date/Time/Location: May 25, 2021 / 9:00 - 11:00 a.m. / Microsoft Teams

Attendees: Peggy De Cooke, Kenneth Erickson, Melissa Evans, Philip Neisser, Michael Newtown, Renee Campbell

Guests: Alicia Flynn, Tonka Jokelova, Sarah Todd, Aimee Walker

- I. **Topic/Question: Online Course Review Issues – Follow Up**
 - a. **Data/Discussion:** Tonka sent the Power Point and email template to the Deans on May 7th. The Deans did not have any questions.
 - b. **Action/Decision:**

- II. **Topic/Question: Non-Degree Graduation – Continuing Discussion**
 - a. **Data/Discussion:** Aimee informed the group that this summer we are being upgraded to a new version of Degree Works. It would be helpful if we could run a 'what if' in Degree Works to try to catch these students as they near completion, even if they are non-degree. Aimee offered to work with Sharon to put together a few examples to show the group what the updated Degree Works looks like before it goes live. Melissa indicated that she was hopeful that this new system could work for potential incoming transfer students as a recruiting tool; however, her understanding is that doing so would cause a memory space issue in Degree Works. Aimee thought perhaps we should look into purchasing 'TES' (Transfer Evaluation System) which would be even more useful for what Melissa wants to utilize it for. Peggy thought this could be something worth exploring.
 - b. **Action/Decision:** The group agreed that in addition to meeting residency requirements, students will need to be readmitted, matriculate and pay the full cost of tuition and fees in their final semester in order to graduate.

- III. **Topic/Question: Wait Lists for Summer – Continuing Discussion**
 - a. **Data/Discussion:** Aimee demonstrated how students will have the ability to add themselves to a wait list via workflow in UCan Web. Aimee talked about some possible challenges, such as if a class is full, a student puts themselves on the wait list, a spot opens, and another student subsequently adds the class via course change before the wait listed student's time runs out to add the course, the cap may go up by one student. We need to make sure that is communicated clearly to the faculty so that they are checking their wait lists carefully before allowing students in via course change. The wait list should take priority. Aimee stated that she will be putting together some tutorial videos for students and faculty which will be put on the web, as well as some written step by step instructions on the automated wait list process. Non-degree students will not have the ability to put themselves on wait lists.
 - b. **Action/Decision:** It was decided that wait lists will be available for all courses, and will be capped at 10 students. Students will be able to put themselves on the waiting list as soon as registration opens up. They will have 24 hours to add themselves into the course when a seat opens up. With regard to when to close/clear the wait lists, we will get more information on what other colleges are doing before making that decision. **Aimee:** Investigate with other colleges what their best practices are and share with the group. Send the Provost's Cabinet the message students will see when a spot opens up for feedback. **Melissa:** Put in a help desk ticket to ask IT to add a selection in the non-degree

course listings indicating the number of students on the wait list and create a message stating that wait lists are fluid, therefore they should keep checking back.

IV. Topic/Question: Summer Credit Limits for AR Students

- a. Data/Discussion:** A student who was put on Academic Recovery for the Fall semester is attempting to enroll in 18 credits over the Summer term. Ken reminded the group that students are technically not on academic recovery until the Fall, and not Summer. Further, if we prohibit these students from taking courses here, they may end up simply looking elsewhere to take them.
- b. Action/Decision:** It was decided that there will be no Summer credit limits for students who are put on academic recovery for Fall.

Provost's Cabinet

Agenda/Action Items

Date/Time/Location: May 18, 2021 / 9:00 - 11:00 a.m. / Microsoft Teams

Attendees: Peggy De Cooke, Kenneth Erickson, Melissa Evans, Philip Neisser, Michael Newtown, Renee Campbell

Guests: Sarah Todd, Aimee Walker

I. Topic/Question: Non-Degree - Graduation (Continuing Discussion)

- a. **Data/Discussion:** Aimee provided data that she collected from other institutions, both SUNY and non-SUNY, and the consensus is that most do not graduate non-degree students. The discussion continued. She understands that the biggest barrier seems to be the additional fees involved with matriculating. The group also discussed whether or not we want an internal policy for employees taking courses. Sarah indicated that we need to find out what in reality, we can "waive" where we won't need to dip into our scholarship funds in order to do so. By census, students need to be matriculated in their degree program for accurate reporting purposes. Peggy's concern was that these students do not have proper advising as a non-matriculated student and Aimee was concerned about students meeting degree requirements for their catalog year. Brenda Dean joined the meeting and indicated that students who have been matriculated into a program in a prior semester do in fact, as non-degree, reach out to their office or their former advisor for proper advisement.
- b. **Action/Decision:** It was decided that Sarah will pull all the non-degree students registered for spring into a list, with specific demographics, so we can take a closer look and possibly put together an outreach plan to speak with the students. **Aimee:** Will get information on fees this week. **Renee:** Put this back on next week's agenda. Sarah and Aimee will attend again.

II. Topic/Question: Wait Lists for Summer

- a. **Data/Discussion:** Admissions has been tracking summer courses and keeping an eye on them because they continue to work with PR to advertise for summer session. They are doing drop in days this week. We have some courses that are at capacity so Melissa was inquiring about the possibility of opening additional sections. Currently the Deans' Offices put students on waiting lists. A lot of times a student will look at a course, see it is full, and then leave and probably look somewhere else. Melissa is wondering if there is a way for a student to easily click on something while looking at a course where they can somehow automatically get on a wait list. Peggy is unsure that this would work, as then we may have students on a waiting list, when in fact they have left and found another course somewhere which had availability.
- b. **Action/Decision:** **Aimee:** Demo the new wait list process next week. She will also reach out to Tess to see if we could potentially open this up for Fall instead of winter which is when it was initially planned for. **Melissa and Aimee:** Work together this week to see how we can make this work for non-SUNY Canton students. **Renee:** Add back to next week's agenda.

Provost's Cabinet

Agenda/Action Items

Date/Time/Location: May 11, 2021 / 9:00 - 11:00 a.m. / Microsoft Teams

Attendees: Peggy De Cooke, Kenneth Erickson, Melissa Evans, Philip Neisser, Michael Newtown, Renee Campbell

Guests: Sarah Todd, Aimee Walker

- I. **Topic/Question: Zero Enrolled Courses & Class Statuses**
 - a. **Data/Discussion:** When Sarah runs her mode of instruction survey that she has to do for SUNY every month, she must remove classes with zero enrollments and courses that are in hold status; this is because they are coded as active in Banner. We need to have more consistency for reporting purposes. There are 4 statuses for classes in Banner; active, inactive, canceled, and hold (hold being the only status that will not appear in UCan Web for students, but will for the instructor so that the faculty member is aware that this is a course that may become part of their load). For inactive versus canceled, Aimee's preference is that we are listing classes as inactive when we are doing the EMS back and forth when creating the master schedule, and then list courses as 'canceled' if we do not have students enrolling in them after they are opened for registration. This is so we can track that we had every intention to run the course, but because it did not enroll we canceled it. Additionally, for data collection, we can gauge whether or not a specific course has enough student interest to continue offering it going forward. Aimee asked at what point in time should courses on hold get moved to canceled status; she feels that 4 days after the semester starts would be ideal. Inactive will show in Banner until students can enroll in the course. Once registration opens, if the Deans ask Aimee to eliminate a class, she would move it to canceled status.
 - b. **Action/Decision:** The Deans agreed to move forward with Aimee's suggestions.

- II. **Topic/Question: NC SARA Report - Internship/Clinical/Practicum Site Information**
 - a. **Data/Discussion:** For purposes of NC SARA reporting, IR needs to know where students are physically located when they are doing their internships, clinicals, or practicums. Aimee would like to create a new address code in SPAIDEN where the internship site address can be recorded and Sarah can pull from for reporting purposes. Because students must be registered for their internships by the Dean's Office, it makes sense that at that time the staff can collect the internship information from the student/advisor and enter the address in SPAIDEN.
 - b. **Action/Decision:** It was decided that Aimee will create a new code in SPAIDEN and the Deans' Office staff will enter the information there.

- III. **Topic/Question: Non-Degree Students - Graduating**
 - a. **Data/Discussion:** Currently if a matriculated student takes courses here, meets residency requirements for a degree program, then separates from the College short of a course(s), and then decides to come back and complete, they many times enroll as a non-degree student. When they complete, they let the Dean's Office know, the Dean's Office adds them to the graduate list and the Registrar graduates them. We allow this typically because 1) it saves the student money, and 2) because we prefer that they take the course(s) with us rather than going elsewhere and having the course(s) transferred back, which has the same end result, except SUNY Canton does not receive the revenue. Aimee has concerns with this for many reasons. Most other colleges will make the student

matriculate before they will allow them to graduate. Aimee stated concerns of National Student Clearinghouse reporting and the fact that 'non-degree' means just that...not degree seeking. Why would a student come back and pay the required fees of a matriculated student if we allow them to take course after course of non-degree credits and still be allowed to graduate in a degree program? Another concern is that these students are likely not getting appropriate advising. Data provided by Sarah was reviewed and possible solutions were discussed as to how we can fix this. One suggestion was putting a limit on the number of credits a student can take as a non-degree student. Another suggestion was to somehow waive the comprehensive fees for students in this situation, because we want the completions and need to do what we can to facilitate the students to complete. Aimee stated that there are places in Banner where student data can be stored, which includes student attributes. We can pull a job submission that shows us information we want for any student.

- b. **Action/Decision:** Although this will not happen for this semester, it was decided that a policy will be written indicating that students will not be allowed to matriculate with non-degree status. It was also decided that a limit will be placed on how many credits a student can take as a non-matriculated student. Before instituting a final policy, Peggy requested data on the number of credits that SUNY and our competing institutions are using to designate limits on non-degree credits. We also need information on the fine points of what policies are in place at other institutions (ex., the last semester of study students will need to matriculate). Once we have that data, we can then work on getting a policy written and in place. **Aimee:** Obtain this information and share it out with the group by next week. Once we have that, we can discuss the details and get a policy written. **Renee:** Add this back to next week's agenda and Sarah and Aimee will join us again to review findings and start putting a policy in place.

IV. **Topic/Question: Students on Campus this Summer**

- a. **Data/Discussion:** Mike inquired as to what the rules will be for students who want to come to campus over the summer.
- b. **Action/Decision:** The Governor has stated that once the vaccine is FDA approved, all SUNY/CUNY students will be required to be vaccinated by July 1st. So as of now, we are still doing weekly testing during the summer and anyone who will be physically on campus will need to be tested on Tuesdays. **Deans:** Share this information with your faculty.

Provost's Cabinet

Agenda/Action Items

Date/Time/Location: May 4, 2021 / 9:00 – 11:00 a.m. / Microsoft Teams

Attendees: Peggy De Cooke, Kenneth Erickson, Melissa Evans, Philip Neisser, Michael Newtown, Renee Campbell

Guests: Tonka Jokelova

I. Topic/Question: Online Course Review Issues

- a. **Data/Discussion:** Tonka indicated that there are currently 18 online courses being offered for the Fall 2021 semester that are not on our approved course listing, and that the Online Learning Review Committee (OLRC) has not reviewed them. Although this is likely a result of COVID and we probably grandfathered them in last year due to the remote situation, we still have over 40 courses in which we teach regularly that may have been updated, but have not been reviewed by the committee. Tonka reminded the Deans that online course review only includes the basics; course design, making sure there is a syllabus, learning outcomes, clear navigation, accessibility criteria met, clear assignment instructions, real world activities, opportunities for interaction, and assessment criteria. We want to ensure we are offering high quality courses to our students. Because the committee does not know what courses are being offered and when, they do not track courses that are outdated; that responsibility falls on the Department Chairs. Tonka spoke with a couple of department chairs who do well with getting courses updated timely. One keeps a spreadsheet and tracks online courses with dates so that she knows what needs updated and when faculty need to be notified. This process works well and could be shared with other Department Chairs for tracking purposes.
- b. **Action/Decision: Tonka:** Craft a template of an email that the Deans could use to send to their Chairs. Share the Power Point presentation with the Deans as well. **Renee:** Add this back to a Provost's Cabinet agenda around the 3rd week of May for follow-up.

II. Topic/Question: Deans' Support for New Professional Development - Summer

- a. **Data/Discussion:** Tonka stated concern regarding how to get new faculty onboarded properly with regard to teaching online courses in Blackboard. Her office offered training over the summer last year for all new faculty. However, very few of them took advantage of the training and as a result, a new faculty member was unprepared when it came time to teach an online course, which ended in scrambling last minute to get the course ready. Tonka suggested that all new faculty be required to complete the training over the summer which they can do online, anytime at their convenience. Additionally, require that new faculty serve as a member of the OLRC during their first year. The Deans stated that while it would be beneficial to require both of these suggestions, we cannot ask a new faculty member to start prior to their contract start date. Additionally, to require a new faculty member to serve on a committee their first year would be quite overwhelming for them.
- b. **Action/Decision:** It was decided that the Center for Learning Design, Innovation, and Online Instruction will continue to reinforce this opportunity throughout the summer. Peggy suggested that the communication would likely carry more weight coming from the Provost's Office. The Deans and Department Chairs will also do a better job of following up with the new faculty members to ensure that they are taking advantage of the training opportunities available to them. **Tonka:** Draft an email that will be sent to new faculty from the Provost's Office.

- III. **Topic/Question: Addition/Subtraction of Programs – Order of Admissions Publications**
- a. **Data/Discussion:** Admissions is already planning their publications for the next recruiting schedule. They are working with PR and thinking about what a travel season could look like. They have a surplus of publications now, obviously not knowing that there would be no traveling last year. Melissa also indicated that they are going to try to make the publications more agnostic going forward, so that they can possibly use them for multiple years. Additionally, Melissa is working with John Kennedy to come up with a mid-summer online Admitted Student Day to bring students to campus to get them excited and help support the residential side of our campus.
 - b. **Action/Decision: Melissa:** Will send Renee the link to the publications to distribute to the Deans for them to review and submit possible suggestions to Melissa. **Deans:** Let Melissa know of any majors, minors, deletions for the publications so that they can get the printed materials as accurate as possible.

- IV. **Topic/Question: Catalog Year, Header vs. Trailer - Update**
- a. **Data/Discussion:** Melissa and Aimee discussed the header vs. trailer catalog year and it turns out the ramifications of a change are fairly significant. Aimee suggested that we keep the catalog year as a trailer, as it is more advantageous for our students. She is hoping that in the near future we will have a workflow process, where students will have the option to choose their catalog year once they get here and meet with their advisor. It may be beneficial for students to choose a different catalog year, especially transfer students who are coming in with credit.
 - b. **Action/Decision:**

Provost's Cabinet

Agenda/Action Items

Date/Time/Location: April 27, 2021 / 9:00 - 10:00 a.m. / Microsoft Teams

Attendees: Peggy De Cooke, Kenneth Erickson, Melissa Evans, Michael Newtown, Renee Campbell

Guests:

- I. **Topic/Question: Course Fees**
 - a. **Data/Discussion:** The course fees were reviewed and discussed. Some revisions were suggested.
 - b. **Action/Decision: Mike:** Make suggested changes and send to Renee. **Renee:** Move forward to Shawn Miller.

Provost's Cabinet

Agenda/Action Items

Date/Time/Location: April 20, 2021 / 9:00 - 11:00 a.m. / Microsoft Teams

Attendees: Peggy De Cooke, Kenneth Erickson, Melissa Evans, Philip Neisser, Michael Newtown, Renee Campbell

Guests:

I. Topic/Question: Summer Start Program Update

- a. **Data/Discussion:** Melissa indicated that a soft launch for the summer start program this summer can be done. Health Care Management, Early Childhood and Liberal Arts would be the programs on the application. We are also exploring allowing students to start as Undeclared in case students wish to start now and then declare later. While there are a lot of lifts across the functional offices, everyone feels confident that they can have their areas ready. We are not going to do a big marketing push for this; we do have some military students and students who have reached out to Marela stating that they would like to get started early.

One concern Melissa mentioned has to do with advising timelines because we are also working on fall registration. This year it shouldn't be so much of an issue since we are not likely going to have a large number of students (Melissa believes less than 20), but going forward there will need to be a discussion about how to handle that structurally. Sharon and her team are ready and willing to play more of a supportive role in advising to lighten the load of the Deans' Offices. Some programs, such as Early Childhood, have some sequential courses so students may not be able to complete the degree early if that is their plan. That needs to be made really clear when talking with students interested in the summer start program.

The summer starts off the students' financial aid year because we are considered a 'header' campus for financial aid purposes. However, the College Catalog is a 'trailer,' so we have to be mindful when Advising makes their Degree Works updates, these students will fall under the previous year's catalog year. The question was raised whether or not we can change the College Catalog to a header so that they are consistent and match up.

- b. **Action/Decision: Melissa:** Ask Aimee and Annie at the next summer start meeting about possibly matching the College Catalog with financial aid and instead becoming a header, especially if we are now moving towards a three-semester academic year.

Provost's Cabinet

Agenda/Action Items

Date/Time/Location: March 30, 2021 / 9:00 – 11:00 a.m. / Microsoft Teams

Attendees: Peggy De Cooke, Kenneth Erickson, Melissa Evans, Molly Mott, Philip Neisser, Michael Newtown, Renee Campbell

Guests: Sarah Todd

- I. **Topic/Question: Flex - Merged Courses**
 - a. **Data/Discussion:** We will continue to report our flex/merged courses as 'hyflex.'
 - b. **Action/Decision: Renee:** Send Aimee the section code listing and let her know that we will move forward with this version for Fall 2021.

- II. **Topic/Question: 2021-22 Budget**
 - a. **Data/Discussion:** Peggy notified the Deans that the 2021-22 budget is due to Shawn Miller's office by May 1st.
 - b. **Action/Decision: Renee:** Notify the direct reports that the deadline to submit budgets to our office will be Friday, April 23, 2021 and send them the template.

- III. **Topic/Question: Rank Matrices**
 - a. **Data/Discussion:** The final common matrices for Tenure-Track and Lecturer ranks were shared and reviewed.
 - b. **Action/Decision: Next steps:** Documents will move forward to Faculty Affairs/Assembly.

- IV. **Topic/Question: Enrollment Management Working Group**
 - a. **Data/Discussion:** Melissa and Phil gave an update on the work the EMWG is doing. There are sub-groups and Melissa explained that her group is large and very represented across campus. She stated that the next step will be to attend school meetings with the following goals; 1.) make sure that everyone is aware of the group, its goals and mission, and the timeline they are working with, as it has been modified some for this year and next due to COVID, 2.) talk about all of the vehicles provided for feedback, and 3.) talk about exchange of information. This will be a great opportunity for faculty to ask questions with regard to enrollment recruitment and retention and get as much faculty involvement as possible.
 - b. **Action/Decision:**

- V. **Topic/Question: Summer Start**
 - a. **Data/Discussion:** Melissa explained that the summer start initiative has been reconvened and the overall feedback from the functional offices has been very positive. There are some great advantages from the financial aid office that would help with the retention of returning students. It is turning out that there are more benefits with input from offices across campus other than just bringing in more students and being more attractive to our military and non-traditional students. We currently have three faculty involved this year. We can do a 'soft launch,' with some marketing, admit the students we currently have on our list, and reach out to the students who had deferred their admission in the spring until fall and let them know there is a potential to start in the summer. This would be a good opportunity for more faculty to get involved and include their programs in this

initiative. We have also included Residence Life for future summer initiatives. Melissa indicated that there has been a 'Team' created in Microsoft Teams to serve as a repository for documents and information gathered for the functional offices involved to utilize.

b. Action/Decision:

Provost's Cabinet

Agenda/Action Items

Date/Time/Location: March 16, 2021 / 9:00 – 11:00 a.m. / Microsoft Teams

Attendees: Peggy De Cooke, Kenneth Erickson, Melissa Evans, Molly Mott, Philip Neisser, Michael Newtown, Renee Campbell

Guests: Sarah Todd, Aimee Walker

VII. Topic/Question: Fall 2021 Section Codes

- a. **Data/Discussion:** The section codes were reviewed and discussed. There are some concerns with how we are defining Flex and Merged courses. Looking at the definitions of both Flex and Merged, students have the ability to decide what modality they wish to attend; face to face in the classroom, fully online, or both. The Merged code came about because there were some faculty who wish to have students physically in front of them when they are teaching a course, to accommodate group activities and the like. There seems to be confusion, not only to students, but to faculty as well, as if the online components of Flex and Merged courses need to be offered asynchronously, synchronously, or both in addition to face-to-face; this needs to be clarified.
- b. **Action/Decision:**

Provost's Cabinet

Agenda/Action Items

Date/Time/Location: March 9, 2021 / 9:00 – 11:00 a.m. / Microsoft Teams

Attendees: Peggy De Cooke, Kenneth Erickson, Melissa Evans, Molly Mott, Philip Neisser, Michael Newtown, Renee Campbell

Guests: Sharon Tavernier, Aimee Walker

I. **Topic/Question: Quality Advising (Sharon)**

- a. **Data/Discussion:** The registration code is meant to be more than just giving the student their code with a list of courses they can take; it should be part of a conversation between the student and their advisor. This is a time where an advisor can speak with their advisees about things such as their goals, consideration of different electives, internship plans, whether or not they commute, etc., so that we may better assist them. Sharon raised concerns that this isn't happening, she believes perhaps because of remote advising due to COVID and there hasn't been that face to face interaction. Moving to electronic advising, for example via email, is also problematic because there is no way for anyone else to follow up to see if the student has spoken with their advisor, gotten their code, talked about courses, etc. Mike mentioned that the plan in Degree Works is a helpful way to assist with student advising. Sharon agreed, and mentioned that it can be utilized for other things as well, such as using it to see how many seats are needed for specific courses. Sharon mentioned using RooSuccess as a tool to document the registration form now that we have moved away from paper folders and forms. She has drafted an email to be sent to faculty with instructions. RooSuccess has some advantages; faculty can make it a specific note type, and will send the student an email right from there and document it. Mike inquired about how we can integrate the notes from RooSuccess to DegreeWorks and Sharon indicated that while there is a way to do this, IT says it would be a heavy lift; it needs to get into the programmers' que so that it gets done.
- b. **Action/Decision: Sharon:** Share the email draft to be sent out to faculty regarding utilizing RooSuccess to replace paper registration forms. **Deans:** Bring this up today at school meetings, since these are the last school meetings prior to advising week.

II. **Topic/Question: Welcome Aimee Walker, College Registrar**

- a. **Data/Discussion:** Aimee Walker, our new Registrar, joined the Provost's Cabinet to introduce herself and get acquainted with the group. Aimee will be having individual meetings with the Deans and their staff this week to discuss their visions for the Registrar's Office, as well as ongoing/new projects that the Deans wish to have put on her radar.
- b. **Action/Decision:**

Provost's Cabinet

Agenda/Action Items

Date/Time/Location: February 16, 2021 / 9:00 – 11:00 a.m. / Microsoft Teams

Attendees: Peggy De Cooke, Kenneth Erickson, Molly Mott, Philip Neisser, Michael Newtown, Renee Campbell

Guests:

- I. **Topic/Question: Fall Course Scheduling**
 - a. **Data/Discussion:** Fall course demands are due and faculty are inquiring as to how to proceed with scheduling and course delivery indicators.
 - b. **Action/Decision:** As we don't yet know what will happen by the time the fall semester comes about, it was decided that we would move forward with a "normal" schedule and if we need to adapt from there, we will.

- II. **Topic/Question: CARES Proposals**
 - a. **Data/Discussion:** We are slowly pulling things together but we still do not have our guidelines from SUNY on how the CARES money can be spent. Once we get our guidance, things will hopefully get moving along quickly.
 - b. **Action/Decision:** The Deans will get their proposals sent to Peggy and Betsy.

- III. **Topic/Question: Dept. Chair Elections**
 - a. **Data/Discussion:** There are some term expirations for Department Chairs at the end of June.
 - b. **Action/Decision: Renee:** Send the Deans the faculty in their school whose terms are expiring this year.

Provost's Cabinet

Agenda/Action Items

Date/Time/Location: February 9, 2021 / 9:00 - 11:00 a.m. / Microsoft Teams

Attendees: Peggy De Cooke, Kenneth Erickson, Molly Mott, Philip Neisser, Michael Newtown, Renee Campbell

Guests: Betsy Rohr Adams

I. Topic/Question: CARES Funding

- a. Data/Discussion:** Betsy discussed the new CARES Act funding that we are receiving. She explained the guidelines to the Deans. We are looking at putting together a proposal submission process and budget so that we can prioritize spending. All requests must have a justification and go through the Sponsored Research Office. Requisitions will be put on the system through Betsy's office. We need to start spending these funds as soon as possible in order to remain eligible to continue in the program.
- b. Action/Decision: Deans:** Generate ideas and asks for Peggy to bring to President's Cabinet this week. The meeting is this Thursday.

Provost's Cabinet

Agenda/Action Items

Date/Time/Location: February 2, 2021 / 9:00 - 11:00 a.m. / Microsoft Teams

Attendees: Peggy De Cooke, Kenneth Erickson, Molly Mott, Philip Neisser, Michael Newtown, Renee Campbell

Guests:

- I. **Topic/Question: Rank Matrix & Peer Review Documents**
 - a. **Data/Discussion:** The rank matrix documents were reviewed and some revisions were suggested.
 - b. **Action/Decision: Peggy:** Make suggested changes to the rank matrix materials and send them to Faculty Affairs. The Peer Review document will go before the next Labor Management meeting. **Renee:** Ask Michaela to add this to the next Labor Management meeting agenda.

Provost's Cabinet

Agenda/Action Items

Date/Time/Location: January 26, 2021 / 9:00 - 11:00 a.m. / Microsoft Teams

Attendees: Peggy De Cooke, Kenneth Erickson, Molly Mott, Philip Neisser, Michael Newtown, Renee Campbell

Guests: Dr. Szafran, Amber Baines

- I. **Topic/Question: Graduation Suggestions**
 - a. **Data/Discussion:** The discussion of this year's commencement continued. There are still many logistical and safety concerns with having any face to face events that will need to be addressed before final decisions are made.
 - b. **Action/Decision:** It was decided that a pre-commencement steering committee will be composed and charged with brainstorming ways to personalize the student graduation experience with some kind of a face to face, program-level event, while coming up with logistical ideas to keep faculty, staff and students safe. Possible members were suggested. The Provost's Office will send out an appointment letter to those employees.

- II. **Topic/Question: Honors Convocation Naming**
 - a. **Data/Discussion:** The naming process should be with the Awards and Nominations Committee.
 - b. **Action/Decision: Peggy:** Reach out to Michaela and Karen and ask to get this process started as soon as possible.

- III. **Topic/Question: Rank Matrix / Peer Review Process**
 - a. **Data/Discussion:** A committee that was put together to review these items met with Peggy and they presented their recommendations to her. They agreed with the documents with very few suggested revisions.
 - b. **Action/Decision:** The committee will send Peggy the clean, revised documents and Peggy will forward them to the Deans.

Provost's Cabinet

Agenda/Action Items

Date/Time/Location: January 19, 2021 / 9:00 – 11:00 a.m. / Microsoft Teams

Attendees: Peggy De Cooke, Kenneth Erickson, Molly Mott, Philip Neisser, Michael Newtown, Renee Campbell

Guests: Melissa Evans, Sharon Tavernier

- I. **Topic/Question: NYS Math Exemptions & Impact on Leveling**
 - a. **Data/Discussion:** Due to COVID, NYS has waived all math regent exams, as students were unable to take them. Therefore leveling students has become a challenge. For leveling purposes, Admissions has been working the best they can by not only referring to the transcript, but also considering letters from guidance counselors, student accord of their own strengths/weaknesses, Accuplacer, and also utilizing out of state guidelines, as out of state students do not take regents exams. We are leveling as the College has established, but some of the leveling is likely going to be off and students may not be placed properly. Sharon mentioned that when students get to Advising for scheduling in summer, there are some grades that the Advising Center can refer to, to better determine where to place them. This does help, but we don't want students to be set up for failure if they are not prepared for where they are placed. The hope is to get together with the math department to discuss this as a heads up so that they are aware there may be students who are not placed correctly, and create a strategy to help catch them ahead of time.
 - b. **Action/Decision: Mike:** Convene a meeting with Melissa, Sharon and some math faculty once the semester gets started.

- II. **Topic/Question: Adding Assessment to Appointment Letters**
 - a. **Data/Discussion:**
 - b. **Action/Decision: Ken:** Check with Suzan to ensure that assessment is included in all faculty appointment letters.

- III. **Topic/Question: Expectation for the First Week of Classes – All Online Mandatory?**
 - a. **Data/Discussion:** Faculty are expected to be teaching their classes in the format that they are assigned, beginning day 1 of classes.
 - b. **Action/Decision: Deans:** Remind the faculty of this.

Provost's Cabinet

Agenda/Action Items

Date/Time/Location: January 12, 2021 / 9:00 – 11:00 a.m. / Microsoft Teams

Attendees: Peggy De Cooke, Kenneth Erickson, Molly Mott, Philip Neisser, Michael Newtown, Renee Campbell

Guests:

I. Topic/Question: Possible Graduation Events

- a. **Data/Discussion:** Planning needs to begin now for this year's graduation events. If we are going to consider any 'in-person' type graduation, there will need to be a lot of thought put into how we can proceed, thoughtfully and safely. Several options were discussed. The Deans were supportive of programmatic in-person ceremonies in which each program would have an event for their own individual program. Such events would need to be designed to accommodate faculty and students who are on campus and remote; flex and hybrid modes were suggested. Concern was raised with regard to smaller programs where the ceremony may not have the same "meaningful feel" of a larger program's event. The Deans agreed that a template must be created in which all programs would be required to follow to ensure all students have a similar experience. Departmental programs, such as the many Criminal Justice majors, could possibly be lumped into one event. Another suggestion was to speak with the SGA for their vision; however it needs to be conveyed to the students that family will not be able to attend if it is decided to attempt such an event. The events can be streamed for family. An ad hoc committee to develop the template and communicate with the SGA should be composed. Lastly, we need to plan with several options so that we aren't scrambling at the last minute, as things change so rapidly.
- b. **Action/Decision: Peggy:** Convey to Michaela and Amber that the Deans are supportive of moving ahead with programmatic events for our students, but feel strongly that we need to provide faculty with a template, outlining a standard structure for consistency sake, and considering ways to include all students in a meaningful way.

II. Topic/Question: Teaching Effectiveness Forum

- a. **Data/Discussion:** Peggy would like to bring faculty together for a Teaching Effectiveness Forum this semester. Her thinking is to include faculty from each school who have done something innovative and new to talk about their experiences and share best practices with other faculty. Creating a theme was suggested, so presenters can feed into that theme. One suggestion was incorporate something into a Teaching Circle, as that has been reactivated. It was also suggested these be included during school meetings. Peggy mentioned that perhaps we could have a forum, then follow it up with a "road show" where the presenters could attend Teaching Circles and school meetings. Timing of a forum was also discussed, as it should be scheduled soon enough where faculty would benefit from it.
- b. **Action/Decision: Deans:** Nominate some faculty from your schools to invite and give her suggestions for some potential dates to hold the forum.

III. Topic/Question: Suspended Students & Off-Terms

- c. **Data/Discussion:**
- d. **Action/Decision:** It was decided that if a student is suspended and takes course work during off-term semesters and does well, the Dean has the discretion to allow the student to return the following semester.