

Provost's Cabinet

Agenda/Action Items

Date/Time/Location: December 13, 2022 / 9:00 – 11:00 a.m. / MAC 620

Attendees: Renee Campbell, Peggy De Cooke, Melissa Evans, Kirk Jones, Johanna Lee, Michael Newtown, Michele Snyder, Sharon Tavernier

Guests: Julie Parkman

- I. **Topic/Question: Internship Compliance**
 - a. **Data/Discussion:** Our current internship structure, along with a suggestion for a revised process, was shared and discussed. Problems that have been identified include having both the internship coordinator and the Business Office responsible for various internship documents (affiliation agreements, learning agreements, workers compensation certificates, etc.). Additionally, data tracking of students who are out on internships, plus ensuring that the internship sites are abiding by state and federal rules along with the expectations of the College, are not centralized either. Julie suggested that students register their internship experience in Handshake. She feels that this would ensure that with this central location, data can be analyzed, students who are experiencing difficulties in their internships would have other sources to reach out to for assistance if they need it, information about their rights as an intern could be accessed by the students, and this would expand their Handshake profile and connect them to employers.
 - b. **Action/Decision: Deans:** Work with Julie to gain a better understanding of how to move forward with this process. **Deans:** Notify your Directors/Chairs that changes may be coming regarding internships.

- II. **Topic/Question: Academic Grievance Procedure**
 - a. **Data/Discussion:** Concerns were raised and discussed regarding the flow of our current academic grievance procedure.
 - b. **Action/Decision:** As we have not had an academic grievance come through for quite some time, it was decided to leave it as is unless problems occur in the future.

- III. **Topic/Question: FYI: Lecturer Portfolio Process**
 - a. **Data/Discussion:** As a reminder, any full-time faculty, including all tenure-track and lecturer ranks, must have a full review done for reappointment/promotion/continuing appointment. This includes a review/recommendation from a Peer Review Committee, the Director/Department Chair, and Dean.
 - b. **Action/Decision: Deans:** Make sure your Department Chairs and faculty are aware of this.

Provost's Cabinet

Agenda/Action Items

Date/Time/Location: December 6, 2022 / 9:00 – 11:00 a.m. / MAC 620

Attendees: Renee Campbell, Peggy De Cooke, Melissa Evans, Kirk Jones, Johanna Lee, Michael Newtown, Michele Snyder, Sharon Tavernier, Sarah Todd

Guests: Amanda Deckert, Megan Hazen

I. Topic/Question: Advertising and Searches

- a. Data/Discussion:** Amanda and Megan reported that they are working to revise the processes that H.R. is currently utilizing for advertising and searches, in hopes of pulling in more candidates for employment opportunities. Issues and ways to improve them have been identified, such as expanding where job advertisements are being posted outside of our current outlets (e.g., North Country Now, Watertown Daily Times, and the Chronical). Amanda explained that our standard practice is no longer working, and we are missing opportunities on viable candidates by not advertising more broadly. Megan suggested that online platforms such as Linked In would be a great place to advertise. Amanda asked the group to think about some standard locations, journals, etc., where posting positions could provide us with a stronger candidate pool. If contract agreements can be set up now, when it comes time to search for a position, we will be ready rather than being held up waiting on approvals. Advertising is very expensive, so while we recognize there will always be trial and error, we want to make sure that the places we are advertising brings in good, qualified candidates. Megan reminded the group that H.R. does not build advertisements. She asked that when creating ads, be specific and include all information potential candidates need to know about the position. It may also be beneficial to include any possible perks of the position to entice potential applicants. Keywords are also important when thinking about ways job searchers can quickly find what they are looking for when they type in a Google search. Another suggestion to help accelerate the process is to have C-3s prepared and ready to be presented to the President's Cabinet early in the summer so that all signatures may be secured at once. This way, searches can begin relatively early in the Fall semester so that we are remaining competitive and getting good quality candidates.
- b. Action/Decision: Provost's Cabinet Group:** Send any advertising location suggestions you have that may benefit us to Amanda and Megan.

Provost's Cabinet

Agenda/Action Items

Date/Time/Location: November 29, 2022 / 9:00 - 11:00 a.m. / MAC 620

Attendees: Renee Campbell, Peggy De Cooke, Melissa Evans, Kirk Jones, Johanna Lee, Michael Newtown, Michele Snyder, Sharon Tavernier, Sarah Todd

Guest: Patrick Massaro

I. Topic/Question: Non-Credit Courses & Microcredentials

- a. **Data/Discussion:** A discussion ensued regarding how non-credit courses are going to look moving forward. One thing we know that will need to happen is that these courses will need to be put into Banner, as SUNY will require us to report on them. Sharon, Patrick, and Melissa met with Tess to work out how to make this happen. Currently non-credit courses are tracked manually. It was also determined that we will likely need to veer off our normal part of term structure in Banner for non-credit offerings, as there will likely be many different scenarios. We want to build on our current model of linking credit courses to microcredentials, by similarly offering non-credit courses that will serve industry and workforce needs. We also will need to ensure our fee structure is competitive, which will be challenging with BOCES and Cobleskill offering inexpensive adult education courses. There are still many unanswered questions and further discussions will be needed. Once we have a better idea of how we envision this to look, Peggy will bring before the President's Cabinet.
- b. **Action/Decision: Patrick:** Reach out to Cobleskill to inquire about how they keep their costs so low. **Renee:** Invite Tess to an upcoming Provost's Cabinet meeting later in the month.

II. Topic/Question: Graduate Level Transfer Credits

- a. **Data/Discussion:** Although we do not get many, we do accept graduate level transfer courses when we can, typically they fulfill an upper-level elective. There are some programs in which are more difficult to fit in, but it is done whenever possible.
- b. **Action/Decision:**

III. Topic/Question: Programs for Summer Start

- a. **Data/Discussion:** If there are any programs that you would like to be added to next year's summer start, please let Melissa know.
- b. **Action/Decision: Deans:** Bring up to faculty at a spring school meeting or Director/Chair meeting. Invite Melissa to attend.

IV. Topic/Question: Deadlines- Under-Enrolled Courses

- a. **Data/Discussion:** We currently do not have a policy in which a deadline is placed on canceling under-enrolled courses. Historically, a decision is made about 2 weeks prior to the start of the semester. If it gets to be a week or two before classes start and the courses are not enrolled, they are canceled. It was suggested that weekly enrollment information leading up to the start of classes be utilized to assist with decision-making. There is a job submission which can be utilized to access this information.

- b. Action/Decision: It was decided the deadline will be 2 weeks prior to the beginning of the term. Deans will continue to look at enrollments up through day 1. **Melissa:** Send deposit report to the Deans to help with making final decisions on class cancelations.

Provost's Cabinet

Agenda/Action Items

Date/Time/Location: November 15, 2022 / 12:00 - 1:00 p.m. / MAC 620

Attendees: Renee Campbell, Peggy De Cooke, Kirk Jones, Johanna Lee, Michael Newtown, Michele Snyder, Sharon Tavernier, Sarah Todd

- I. Topic/Question: Winter Term Credit Limits for Non-Degree Students**
 - a. Data/Discussion:** Although rare, non-degree students will seek permission to take more than the 7-credit hour limit for winter term; those requests are currently forwarded to the Provost's Office for permission. A discussion ensued regarding whether it still makes sense to limit the number of credit hours non-degree students may take during winter term. There is concern that these students are getting in over their head and although they are not technically our students, it was suggested that perhaps someone in the Advising Office might at least have a conversation with the student before permission is granted. Advising would inquire as to the reason why the student wishes to take over the limit, have a discussion with the student, and afterwards, look at data to find out if the student was successful. Approvals would no longer come out of the Provost's Office, but instead, from the Director of Advising.
 - b. Action/Decision: Peggy:** Speak with Chad for his input at your monthly meeting.

Provost's Cabinet

Agenda/Action Items

Date/Time/Location: November 1, 2022 / 9:00 – 11:00 a.m. / MAC 620

Attendees: Renee Campbell, Peggy De Cooke, Melissa Evans, Kirk Jones, Johanna Lee, Michael Newtown, Michele Snyder, Sharon Tavernier, Sarah Todd

Guests: Travis Smith, Lenore VanderZee

I. Topic/Question: Website Policy

- a. **Data/Discussion:** Questions were raised regarding how information is updated to the website and what the approval process is. There are some employees who have access to updating pages on the website; however, a supervisor should be approving any content information to ensure accuracy prior to it being updated by the web designer. It was also suggested that there should be some deadlines associated with website updates. June 1st was suggested for academics to follow the deadline for College Catalog changes. For Academic Support Services, a deadline date of August 1st was suggested.
- b. **Action/Decision:** It was decided that going forward, any revisions to webpages will include copying the Dean/Director on the email that is sent to Travis. If the Dean/Director approves, they will let Travis know to update the changes. Lenore will work with Travis to come up with language for the revisions to the policy, then bring to President's Cabinet. **Deans/Directors:** Please convey this information to your faculty and staff.

II. Topic/Question: Microcredentials

- a. **Data/Discussion:** Michele talked about the SUNY Microcredential meetings last week, and how they provided a wealth of information and panels from businesses, SUNY representatives, and campus representatives. There is a real opportunity for us to dovetail microcredentials more intentionally into workforce development opportunities and develop microcredentials based on market analysis. There is a gap that we seem to be missing out on. There is a St. Lawrence County Workforce Development Board, and SUNY Canton is represented on the board. It was suggested that a group of pertinent people on campus be pulled together to discuss potential opportunities.
- b. **Action/Decision: Peggy:** Speak with Dr. Szafran about this discussion.

Provost's Cabinet

Agenda/Action Items

Date/Time/Location: October 25, 2022 / 9:00 - 11:00 a.m. / MAC 620

Attendees: Renee Campbell, Peggy De Cooke, Melissa Evans, Kirk Jones, Johanna Lee, Michael Newtown, Michele Snyder, Sarah Todd

- I. Topic/Question: Making Canton Affordable Taskforce**
 - a. Data/Discussion:** Mike shared the Academic Cost of Making SUNY Canton Accessible Taskforce charge, membership, and focus. The group made suggestions.
 - b. Action/Decision: Mike:** Make the suggested changes and circulate the finished product to the Provost's Cabinet for one final review. **Peggy:** Once complete, share it with Matt Burnett as an item on an upcoming Faculty Assembly agenda.

- II. Topic/Question: Website Revisions / Updates**
 - a. Data/Discussion:** Concerns were raised regarding website revisions and updates.
 - b. Action/Decision: Renee:** Invite Lenore and Travis to an upcoming Provost's Cabinet meeting.

Provost's Cabinet

Agenda/Action Items

Date/Time/Location: October 18, 2022 / 9:00 - 11:00 a.m. / MAC 620

Attendees: Renee Campbell, Peggy De Cooke, Kirk Jones, Johanna Lee, Michael Newtown, Michele Snyder, Sharon Tavernier, Sarah Todd

- I. **Topic/Question: End of Summer Review - Academic Standing**
 - a. **Data/Discussion:** We have not historically reviewed academic standing at the end of summer term. For academic recovery students, however, it may be beneficial to review students who bring their GPA up in summer and in turn, may be eligible to be removed from recovery. Sharon suggested that Shelly review academic recovery students at the end of summer term and send the Deans' Offices a list of students who may be eligible to come off recovery. The Deans will review and make decisions on those students.
 - b. **Action/Decision: Renee:** Ask Shelly to add this to her operational calendar.

- II. **Topic/Question: Demo of DegreeWorks Plans**
 - a. **Data/Discussion:** Sharon demonstrated how plans may be entered into DegreeWorks by advisors and their students to better assist them with future planning. This might also be used as a tool to assist the Chairs and Deans with master schedule course planning. Sharon stated that assigned plans may be batched and distributed. She reminded the Deans that bachelor's degree programs will likely be more challenging, as there are more class choices than the associate degree programs, which tend to be more prescribed.
 - b. **Action/Decision: Sharon:** Send the batch plans to the Deans to share with their faculty.

- III. **Topic/Question: Cross-Listing of Courses**
 - a. **Data/Discussion:** Sharon has turned on the cross-listing functionality in Banner, so when a student is looking for a particular course, both courses with separate designators come up. Both course designators have separate CRNs and show individual course caps. This does give the appearance that instructors have additional sections, but the capacity is across both sections. This, along with some SUNY reporting concerns, were raised, and discussed.
 - b. **Action/Decision: Sharon:** Check with other SUNYs and find out cross-listed courses are handled on other campuses.

- IV. **Topic/Question: Chair Compensation**
 - a. **Data/Discussion:** The Chair compensation calculator has been finalized.
 - b. **Action/Decision: Deans:** Submit revised C2s for Directors and Chairs to Renee. **Renee:** Send revised letters to the Directors and Chairs.

- V. **Topic/Question: Schedules for Winter and Spring**
 - a. **Data/Discussion:** Peggy reminded the Deans to ensure that scheduling for winter and spring are efficiently planned.
 - b. **Action/Decision:**

Provost's Cabinet

Agenda/Action Items

Date/Time/Location: October 11, 2022 / 9:00 – 11:00 a.m. / MAC 620

Attendees: Peggy De Cooke, Melissa Evans, Kirk Jones, Johanna Lee, Michael Newtown, Michele Snyder, Sharon Tavernier, Sarah Todd

Guests: Chad Brown, Kevin Elliott, Tess Murphy

- I. **Topic/Question: UCanWeb 9 Registration Demo**
 - a. **Data/Discussion:** The discussion centered on how to streamline access for students and roll-out for faculty and staff including: Default for students to the profile page and customizing that menu for the information students need; the possibility of including some elements of the advanced course search feature to the basic search (e.g., general education courses), having the Deans And Director of Advising send out emails reinforcing that the midterm warnings can be done in Banner 9, and whether that has been sufficient information rolled out about Banner 9. Spring registration for the fall term will be available in Banner 9.
 - b. **Action/Decision:**

- II. **Topic/Question: Rank Matrix Revisions – Process**
 - a. **Data/Discussion:** After the Faculty Assembly approved the new rank matrix template, programs were asked to review their existing matrices and to align them with the new template. This work was delayed during the pandemic, but some programs are beginning to do this work now. Proposed revisions to a program's rank matrix must follow the existing policy: <https://www.canton.edu/provost/matrix.html>
 - b. **Action/Decision:**

Provost's Cabinet

Agenda/Action Items

Date/Time/Location: October 4, 2022 / 9:00 - 11:00 a.m. / MAC 620

Attendees: Renee Campbell, Peggy De Cooke, Melissa Evans, Kirk Jones, Johanna Lee, Michael Newtown, Michele Snyder, Sharon Tavernier, Sarah Todd

I. Topic/Question: Off-Term Surveys

- a. **Data/Discussion:** Sarah shared questions from the last winter survey that was administered to students four years ago. She was asked to administer it again, however things have changed since the last survey. For example, historically we used it hoping to convert some non-degree students to a SUNY Canton student; however, now most of the students are already our students. She requested feedback from the group as to what we are hoping to accomplish with the results of this survey. Because much of the data that was discussed can be gathered from other sources, one suggestion was to re-imagine the questions we use and create a more relevant survey. Another suggestion was to use the winter survey to identify what courses students would like offered in the summer, and vice versa. Timing of the survey was also discussed.
- b. **Action/Decision:** Sarah indicated that no final decision is needed at this time, and that we can put this off for a month to give everyone a chance to think about it more.

II. Topic/Question: Faculty Comment Form

- a. **Data/Discussion:** There is inconsistency with how each of the schools are utilizing the Faculty Information Form and Faculty Comment Form. Michele suggested that a Dean's comment section and Dean signature spot be added to the Faculty Information Form and eliminate the Faculty Comment Form altogether.
- b. **Action/Decision:** The group agreed. The form will be revised and implemented beginning Fall, 2023. **Renee:** Work with Michele to update the form.

III. Topic/Question: Honors Convocation Naming Nominees

- a. **Data/Discussion:** The naming of the Honors Convocation Naming nominees will be done through the Nominations and Elections governance committee going forward. With this change in the updated bylaws, The President's/Provost's Office will provide award information and criteria to the committee who will then notify the campus community with nomination information. Criteria was discussed.
- b. **Action/Decision:** It was decided that Peggy will bring this topic to the President's Cabinet. **Renee:** Ask Michaela to add this to an upcoming President's Cabinet agenda.

Provost's Cabinet

Agenda/Action Items

Date/Time/Location: September 20, 2022 / 9:00 – 11:00 a.m. / MAC 620

Attendees: Peggy De Cooke, Melissa Evans, Kirk Jones, Johanna Lee, Michael Newtown, Michele Snyder, Sharon Tavernier

Guest: Tracey Thompson

- I. **Topic/Question: Foundation**
 - a. **Data/Discussion:** Discussed work of the Foundation and ways in which Foundation/ Advancement and Academic Affairs can collaborate.
 - b. **Action/Decision:**

- II. **Topic/Question: Textbook Costs / Transparency**
 - a. **Data/Discussion:** Discussion centered on ways we can make the costs of attendance more transparent to students.
 - b. **Action/Decision:** Formation of a taskforce, time limited. (Accessibility, enrollment/management, retention, faculty).

- III. **Topic/Question: Faculty Lines**
 - a. **Data/Discussion:** The schools were encouraged to submit paperwork for approved positions.
 - b. **Action/Decision:** If paperwork seems stalled, contact the Provost's Office.

Provost's Cabinet

Agenda/Action Items

Date/Time/Location: August 30, 2022 / 9:00 – 11:00 a.m. / MAC 620

Attendees: Renee Campbell, Peggy De Cooke, Melissa Evans, Kirk Jones, Johanna Lee, Michael Newtown, Michele Snyder, Sharon Tavernier, Sarah Todd

- I. **Topic/Question: Follow-Up – Google Certificate Courses**
 - a. **Data/Discussion:** Melissa shared information regarding the online/remote services such as Sophia, straighter line, study.com, etc. She explained that many requests from students are coming in more often as to whether we will accept these for credit. Melissa noted that in their research, they discovered that most of our SUNY sister schools are accepting the credit if they appear on the ACE transcript. If we get faculty approval for lower-level courses, we can add them to the equivalency table. However, she feels that anything upper level should have Dean/faculty approval. Ideas were also tossed around on how we might become more competitive with these online offerings.
 - b. **Action/Decision: Melissa:** Send the Deans links to these courses to make it easier for them to review. It will then be determined which courses will be added to the transfer database without Admissions needing to seek approval for every course.

- II. **Topic/Question: Update: Learning Commons Open House**
 - a. **Data/Discussion:** FYI: The Learning Commons Open House will be held on September 14th from 11:30 – 1:00 and will be tied to Diversity, Equity, and Inclusion.
 - b. **Action/Decision:**

Provost's Cabinet

Agenda/Action Items

Date/Time/Location: August 9, 2022 / 9:00 – 11:00 a.m. / MAC 620

Attendees: Peggy De Cooke, Melissa Evans, Kirk Jones, Michael Newtown, Michele Snyder, Sharon Tavernier, Sarah Todd

I. Topic/Question: Update: Early Walker Policy

- a. **Data/Discussion:** Amber and Sharon met and discussed the details to be put into the Early Walker Policy. They recommended including a minimum GPA in the eligibility to apply as an early walker. It was decided that a 2.0 would be reasonable. It was further decided that students who have more than 12 credits outstanding would not be allowed to walk early. Last, the timeframe in which the degree must be completed will be the end of the Fall semester. The courses the student needs **MUST** be available in the extension timeframe.
- b. **Action/Decision: Sharon:** Report back with Amber with our follow-up questions and Amber will draft the policy.

II. Topic/Question: Minors

- c. **Data/Discussion:** Sharon asked for clarification on this statement regarding minors... "At least 9 credit hours must not be required courses in the student's major program." This does not seem to be interpreted consistently across campus, leading to exceptions on what can be applied to the minor. This is setup in DegreeWorks to mean that only 9 credits can overlap between the major and the minor, and the other 9 credits must only be used in the minor. However, another interpretation that seems to be gaining traction is that any course not specifically required in the major can be used in the minor. For example, if a major has several "Program Electives," students are being advised to take courses that apply to the minor and that those courses can be used in both places.
- d. **Action/Decision: Sharon:** Take this question to Academic Standards Committee for research and review.

Provost's Cabinet

Agenda/Action Items

Date/Time/Location: August 2, 2022 / 9:00 – 11:00 a.m. / MAC 620

Attendees: Renee Campbell, Peggy De Cooke, Melissa Evans, Kirk Jones, Johanna Lee, Michael Newtown, Michele Snyder, Sharon Tavernier, Sarah Todd

Guest: Tonka Jokelova

- I. **Topic/Question: Blackboard Archive into Brightspace**
 - a. **Data/Discussion:** Tonka suggested migrating only courses from Blackboard into Brightspace that were taught from Fall 2018 up through now. She explained that there are limits on the amount of available storage in Brightspace and that anything prior to Fall 2018 would still be archived at SUNY. Faculty who have left the college since Fall 2018 with courses in which SUNY Canton does not own rights, should be deleted from what is migrated into Brightspace. It was also noted that faculty should be encouraged to back up their courses. Tonka mentioned that an archiving plan will be devised and put in place going forward.
 - b. **Action/Decision:** The group agreed with Tonka's plan.

- II. **Topic/Question: Student Satisfaction Survey**
 - a. **Data/Discussion:** The Student Satisfaction Survey was shared and discussed. Sarah indicated that there will be two SUNY mandated surveys that will need to be done in the spring; Diversity, Equity and Inclusion and Sexual Violence Prevention surveys. We also have Middle States happening this year so as such, she is advocating to not distribute this survey again in the spring. Everyone agreed.
 - b. **Action/Decision: Group:** If you are looking for more detailed information from the Student Satisfaction Survey than what Sarah shared today, please let her know.

- III. **Topic/Question: New Student Orientation**
 - a. **Data/Discussion:** Mike shared his orientation plan for new students this semester. Each advisor will be provided a list of their advisees from their Dept. Chair. Each advisor will reach out to their advisees and remind them of the in-person orientation on August 24th @ 1:00 p.m., as well as a virtual orientation option from 2:30 – 4:00 p.m. in which each student would have their own Teams link for personal discussion with their advisor.
 - b. **Action/Decision:**

Provost's Cabinet

Agenda/Action Items

Date/Time/Location: July 26, 2022 / 9:00 - 11:00 a.m. / MAC 620

Attendees: Renee Campbell, Peggy De Cooke, Ken Erickson, Melissa Evans, Kirk Jones, Johanna Lee, Michael Newtown, Michele Snyder, Sarah Todd

Guest: Amber Baines

WELCOME DR. MICHELE SNYDER!

- I. **Topic/Question: Permission to Walk Early in Commencement - SOP Needed**
 - a. **Data/Discussion:** Currently students whose names are not on the potential graduate list come to Amber, who then sends them to the Dean to seek permission to walk at commencement. The Dean in turn lets Amber know the decision. This is a cumbersome process and to further complicate this, we have program printing deadlines and inconsistency regarding decision-making amongst the three schools. A designated standard operating policy is needed to make this more streamlined.
 - b. **Action/Decision: Amber & Sharon:** Work to put something together to bring back to the Provost's Cabinet.

- II. **Topic/Question: Honors Convocation - Changing it Up**
 - a. **Data/Discussion:** Changes to Honors Convocation were discussed to make the program more impactful and meaningful for students. The idea of combining the academic and student affairs ceremonies into one and celebrating the whole student rather than separating them was suggested. For example, including academic athletic awards. Another suggestion was to have an awards dinner to make it different than what commencement looks like. Peggy, Courtney, and Tracey have an upcoming meeting to talk about how we could enhance this ceremony. It was agreed to keep the distinguished faculty award and the naming as part of the ceremony.
 - b. **Action/Decision: Deans:** If you have any ideas, please let Amber and Peggy know.
Peggy: Let the group know of any other suggestions that Courtney or Tracey may have.

- III. **Topic/Question: New Faculty Orientation - Re-Visit of Agenda**
 - a. **Data/Discussion:** The current agenda for New Faculty Orientation was discussed and some changes were suggested.
 - b. **Action/Decision: Amber:** Reach out to Human Resources to see what information they are going over and if there needs to be such a large chunk of time to go over it. **Johanna and Peggy:** Work on a structure for faculty mentoring.

Provost's Cabinet

Agenda/Action Items

Date/Time/Location: July 19, 2022 / 9:00 - 11:00 a.m. / MAC 620

Attendees: Renee Campbell, Peggy De Cooke, Ken Erickson, Melissa Evans, Kirk Jones, Johanna Lee, Sharon Tavernier, Sarah Todd

- I. **Topic/Question: Review of Priority Registration Schedule (Spring 2023)**
 - a. **Data/Discussion:** With the many bachelor's degree programs that we now offer, our enrollments have changed over the years where we have more transfer students and thus, more juniors and seniors. As such, Sharon has proposed re-visiting the priority registration schedule. Currently both seniors and juniors can register on Monday, which account for a large percentage of our student body. She suggested separating out the seniors and juniors so that seniors may register on Monday and juniors register on Tuesday. This change would be implemented for Spring 2023.
 - b. **Action/Decision:** The Deans agreed; **Sharon:** Implement this change.

- II. **Topic/Question: Programming Degree Works - New GERs and Accommodating Double Majors**
 - a. **Data/Discussion:** Sharon shared changes to DegreeWorks, which are primarily due to our increase in minors and double majors. There needs to be built-in flexibility for students so that they are more easily able to meet degree requirements. She recognizes there will be more careful advising required, but in the long run there will be less petitions and exceptions needed. She also advised that the new GER block should be in place soon to be ready for the upcoming changes to Gen Eds next fall.
 - b. **Action/Decision:** **Sharon:** Meet with the Deans' Office staff this week for training.

- III. **Topic/Question: Evidence Inventory**
 - a. **Data/Discussion:** The Middle States rules indicate that we can have a total of 6 links throughout our entire evidence inventory document. There are currently a large number of links in the document that need to be converted. This is a heavy lift for only a few people to do so it was suggested that perhaps some support staff may be able to assist with converting these documents.
 - b. **Action/Decision:** **Kirk, Johanna, and Sarah:** Meet this week and work to set up a training session with the staff.

- IV. **Topic/Question: Remote vs. Campus Status for Faculty**
 - a. **Data/Discussion:** A program-based formula will be developed, specifically with programs taught in different modalities, to determine the needs of students.
 - b. **Action/Decision:** It was decided that a proposal will be put together as a basis and shared with an ad hoc committee of faculty who will review and make recommendations.

- V. **Topic/Question: Syllabi Not Available to Students for Off-Term Semesters**
 - a. **Data/Discussion:** There have been instances in which potential non-degree students from other colleges wishing to take off-term courses at SUNY Canton are not successfully obtaining syllabi to share with their advisors for transfer purposes.

- b. Action/Decision: Deans:** Ask your office staff to collect syllabi from faculty for summer and winter terms going forward so that we may share with students if needed.

Provost's Cabinet

Agenda/Action Items

Date/Time/Location: June 21, 2022 / 9:00 – 11:00 a.m. / Teams

Attendees: Renee Campbell, Peggy De Cooke, Ken Erickson, Melissa Evans, Kirk Jones, Johanna Lee, Michael Newtown, Sharon Tavernier

- I. **Topic/Question: Learning Assistant Pilot - Update**
 - a. **Data/Discussion:** Johanna reported that because we started this initiative beginning week 6, there is not much data; but based on what we do have, it went well. The Learning Assistant in Chemistry worked best and tutoring attendance for that class increased. Johanna looks forward to seeing the impact on retention with a full semester Learning Assistant. It was suggested to select tutors who are relatable and best suited to students.
 - b. **Action/Decision:** The Deans are in support of proceeding again this fall, with one class for each of the three schools beginning week 1 (CHEM 101, MATH 121, and ENGL 101).
Johanna: Put together a proposal to send to Betsy for requesting HEERF funding for Learning Assistants for this coming academic year.

- II. **Topic/Question: Learning Commons Open House for New Faculty/Staff**
 - a. **Data/Discussion:** The Learning Commons provide outreach packets to new faculty, but Johanna would like to have an Open House so that new faculty and staff have an opportunity to see the spaces in the library and asked for feedback from the Deans.
 - b. **Action/Decision:** It was decided an Open House in the Learning Commons will take place.

- III. **Topic/Question: Textbook Task Force Report**
 - a. **Data/Discussion:** The Textbook Task Force Report was reviewed and discussed. Some slight suggestions were made.
 - b. **Action/Decision: Mike:** Modify the sections per today's discussion and forward the report to Michaela to add to an upcoming President's Cabinet agenda for review.

- IV. **Topic/Question: Hiring Approvals**
 - a. **Data/Discussion:**
 - b. **Action/Decision: Peggy:** Anticipated hires for next year will be finalized and reviewed at President's Cabinet this week.

- V. **Topic/Question: Enrollment Numbers**
 - a. **Data/Discussion:** Melissa shared data regarding the enrollment numbers, and the group discussed the challenges and possible strategies to help attract students.
 - b. **Action/Decision:**

- VI. **Topic/Question: Curriculum Coordinator Meeting Update**
 - a. **Data/Discussion:** The curriculum coordinator proposal was shared and discussed. Some suggestions were made.
 - b. **Action/Decision:** We will revisit this in August.

Provost's Cabinet

Agenda/Action Items

Date/Time/Location: May 24, 2022 / 9:00 - 11:00 a.m. / Teams

Attendees: Renee Campbell, Peggy De Cooke, Ken Erickson, Melissa Evans, Kirk Jones, Johanna Lee, Michael Newtown, Sharon Tavernier

- I. **Topic/Question: Courses Requiring a C or Better: SUNY Canton vs. Transfer Students**
 - a. **Data/Discussion:** There is concern that SUNY Canton students must earn a C or better in certain courses or must repeat them, yet students who transfer in classes in which they earned a D at another institution are not required to follow this same standard. We have not heard from any of our programs that we are moving up under-prepared students. Peggy would like to see performance-related data and unless that data demonstrates that not having a C or better is a retention risk, this policy will be revisited. However, if it is discovered that it is in fact a retention issue, then we will re-look at our requirements for transfer students. The same standards should apply to all students.
 - b. **Action/Decision: Mike:** Reach out to Sarah and ask her to run performance data of both native and transfer students.

- II. **Topic/Question: Academic Integrity Suspensions – Re-Admitting Process**
 - a. **Data/Discussion:** The question arose as to what the re-admit requirements should be for students who are suspended due to multiple academic integrity offenses. The group also discussed a possible hold in Banner to indicate what type of hold these are. Currently Student Affairs has a disciplinary hold and academically suspended students have an academic hold.
 - b. **Action/Decision:**

Provost's Cabinet

Agenda/Action Items

Date/Time/Location: May 10, 2022 / 9:00 – 11:00 a.m. / MAC 620

Attendees: Renee Campbell, Peggy De Cooke, Ken Erickson, Melissa Evans, Kirk Jones, Johanna Lee, Michael Newtown, Sharon Tavernier, Sarah Todd

- I. **Topic/Question: Micro-credential Awarding**
 - a. **Data/Discussion:** The group discussed possible ways to track students who complete their micro-credentials and what the process will be to ensure they get added onto student transcripts. As we are likely to see large volumes of these in the near future, there needs to be a process to trigger and verify when the student has completed the micro-credential.
 - b. **Action/Decision: Sharon:** Reach out to the Registrar list serve and find out what other campuses are doing and how they handle this situation.

- II. **Topic/Question: 2022-23 Event Dates**
 - a. **Data/Discussion:** Melissa indicated that faculty have asked to design their own day for specialized events. She is in favor of this, however in order for everything to be ready for the publications that go out, these plans need to be made prior to summer. Suggestions were made on ways to infuse energy and enthusiasm going forward.
 - b. **Action/Decision:**

- III. **Topic/Question: Google Certificate Courses**
 - a. **Data/Discussion:** Course transfer requests are starting to come in more frequently from students who have taken online certificate courses from online sources (ex., study.com, tutor.com, straightliner.com, etc.). The tuition is low so students are taking advantage of that and will continue to for that reason. Melissa mentioned that her office has been researching this and are working on a formal policy with regard to such requests; she estimates that the report should be ready in the next week or so. Our competitors and SUNY are taking some of these and we need to remain competitive, so we need to decide what we will and will not accept and be consistent going forward. There was a question of accreditation, as in the past these were not accredited; however, many are accredited now.
 - b. **Action/Decision: Melissa:** Send Renee the results of the research when it is ready to be reviewed and discussed. **Renee:** Add this to a future agenda.

- IV. **Topic/Question: Summer Enrollment**
 - a. **Data/Discussion:** Summer enrollment was discussed. An analysis needs to be done with regard to summer offerings, particularly if we are looking towards a summer start.
 - b. **Action/Decision: Deans:** Compare semester enrollments for summer offerings going forward.

- V. **Topic/Question: Faculty Line Requests**
 - a. **Data/Discussion:**
 - b. **Action/Decision: Deans:** Send your faculty line requests to Peggy.

Provost's Cabinet

Agenda/Action Items

Date/Time/Location: April 12, 2022 / 9:00 - 11:00 a.m. / MAC 620

Attendees: Renee Campbell, Peggy De Cooke, Ken Erickson, Melissa Evans, Kirk Jones, Johanna Lee, Michael Newtown, Sharon Tavernier, Sarah Todd

I. Topic/Question: Update to Micro-credentials

- a. **Data/Discussion:** We have not programmed the micro-credentials into Banner yet and are currently putting a note on the transcript. We do have program codes (APES) for them now, so Sharon would like to get them set up in Banner so students can declare them and they will show in their Degree Works evaluation. We currently have 5 micro-credentials and more moving through the governance approval process. There were concerns regarding instances when micro-credential courses are embedded as part of a student's major, that there is really no value in it being noted on the student's transcript. Another concern mentioned was upper level courses being required which need pre-requisites, thereby eliminating students outside of the major to take the courses for a micro-credential. It was proposed that perhaps a justification should be included with the micro-credential so that concerns can be addressed when micro-credentials go through the governance process. Sharon mentioned that SUNY has changed the parameters and shared a link as to what qualifies as a micro-credentials and why a campus may choose to implement them.

<https://system.suny.edu/academic-affairs/microcredentials/faq/#The%20Why>

- b. **Action/Decision: Renee:** Also share this link with the Curriculum Committee.

II. Topic/Question: Priority Registration

- a. **Data/Discussion:** We have gotten to the point where the majority of students have the ability to pre-register for their courses on the first day when registration opens, making our priority scheduling somewhat pointless; Sharon suggested re-scaling the process.
- b. **Action/Decision: Sharon:** Gather data from other campuses via the Registrar's list serve to find out how they address this.

III. Topic/Question: Cross-Listing of Courses in Banner

- a. **Data/Discussion:** Sharon indicated that Banner has the ability to cross-list courses but we haven't been doing that. She said that she is starting to set them up, and can also set them up as attributes as well. She will check to see if EMS can be set up to make adding cross-listed courses easier for Chairs to add them for course demands.
- b. **Action/Decision:**

IV. Topic/Question: COACHE Survey

- a. **Data/Discussion:** Sarah has received inquiries regarding whether or not we will be distributing the COACHE survey this year. SUNY has been paying for and forcing campuses to administer them every 5 years, however when Sarah reached out to SUNY about it they indicated that they are no longer paying for the survey. If we want to continue to administer it, campuses will have to pay for it and the cost is quite expensive. This year the only SUNYs which are administering the survey are Buffalo and Stonybrook, which are not feasible peer groups for SUNY Canton. Another option is the

HERI Faculty Survey which is less expensive, however we do not know who our peer group would be. Sarah's last option was pressuring SUNY for a local instrument for future administration, which is the option Sarah is suggesting.

- b. **Action/Decision:** The group agreed with Sarah's suggestion. Sarah will proceed with moving this forward.

V. **Topic/Question: Student Requests for Information**

- a. **Data/Discussion:** Sarah has had students contact her requesting data which is not publicly accessible. While most of the requests don't seem nefarious, Sarah is concerned that some data could make people identifiable and as she is not exactly sure what the data is being used for, does not feel that these requests are appropriate.
- b. **Action/Decision:** The group agreed with Sarah. It was decided that a well-defined campus policy needs to be developed. **Sarah:** Reach out to the IR group and find out what policies are on other campuses.

VI. **Topic/Question: Annual Report Template**

- e. **Data/Discussion:** The President is looking to modify the annual report so that it better aligns with the strategic vision of the campus. A template has been developed and within the template there is an example.
- f. **Action/Decision: Group:** Please look at the template and if you have any feedback, please let Peggy know.

Provost's Cabinet

Agenda/Action Items

Date/Time/Location: April 5, 2022 / 9:00 - 11:00 a.m. / Teams

Attendees: Renee Campbell, Peggy De Cooke, Ken Erickson, Melissa Evans, Kirk Jones, Johanna Lee, Michael Newtown, Sharon Tavernier, Sarah Todd

- I. **Topic/Question: IPEDS Peer Comparison Group**
 - a. **Data/Discussion:** Sarah shared the IPEDS peer comparison group data from Fall 2019 and the group discussed the information. Some other institutions which may also be comparable to SUNY Canton were suggested.
 - b. **Action/Decision: Sarah:** Look into the institutions that were suggested. **Group:** If anyone wants Sarah to check into some other possible peer institutions or different years, let her know.

- II. **Topic/Question: Summer Start**
 - a. **Data/Discussion:** Admissions is planning a summer start for programs wishing to be included. Melissa will need to know as soon as possible what programs are interested so that they can be added to the SUNY application for summer.
 - b. **Action/Decision: Deans:** Let Melissa know if you have programs interested.

- III. **Topic/Question: Computer Replacements**
 - a. **Data/Discussion:** Peggy shared challenges with getting the funding needed for computer replacements.
 - b. **Action/Decision: Group:** Make sure going forward you are including equipment needs in your budget asks.

- IV. **Topic/Question: Shared Rights**
 - a. **Data/Discussion:** Shared rights were discussed.
 - b. **Action/Decision:** The courses expiring will be reviewed for renewal by the Deans.

- V. **Topic/Question: Credit vs. Contact Hours**
 - a. **Data/Discussion:** There is confusion surrounding course load and the calculation of contact hours. A clear policy needs to be put in place.
 - b. **Action/Decision:** Action deferred until the next meeting.

Provost's Cabinet

Agenda/Action Items

Date/Time/Location: March 22, 2022 / 9:00 – 11:00 a.m. / Teams

Attendees: Renee Campbell, Peggy De Cooke, Ken Erickson, Melissa Evans, Kirk Jones, Johanna Lee, Michael Newtown, Sharon Tavernier, Sarah Todd

- I. **Topic/Question: Micro-credentials for Akwesasne - Melissa**
 - a. **Data/Discussion:** The tribe employs about 700 people, and Melissa has been having some conversations with someone there about possible micro credential opportunities. They asked us if we would be willing to develop a survey for the tribe to send out to ask about what kinds of course work they would be interested in. We could also include course delivery option such as flex class as well.
 - b. **Action/Decision: Sarah and Melissa:** Work together on a survey at the beginning of the summer.

- II. **Topic/Question: Clarkson University – Articulation Agreements - Melissa**
 - a. **Data/Discussion:** Mike Walsh, a representative from Clarkson University, reached out to Melissa regarding the possibility of setting up articulation agreements that will transfer some of our Bachelors Engineering programs into their Masters degree programs; Engineering Management, Systems Engineering, and Construction Engineering Management are the three Masters programs he indicated. Peggy suggested a 4+1 or 3+2 agreement which could be a great marketing tool as a shortened path to a Masters degree from Clarkson. The Deans are on board with this initiative.
 - b. **Action/Decision: Melissa:** Reach out to Mr. Walsh and put him in touch with Rebecca, Ken, Mike, Liz and Adrienne to work out the details.

Provost's Cabinet

Agenda/Action Items

Date/Time/Location: March 1, 2022 / 9:00 - 11:00 a.m. / Teams

Attendees: Renee Campbell, Peggy De Cooke, Ken Erickson, Melissa Evans, Kirk Jones, Johanna Lee, Michael Newtown, Sharon Tavernier, Sarah Todd

- I. **Topic/Question: Update: Embedded Tutoring Project**
 - a. **Data/Discussion:** Selection of courses for this project has been strategic; courses with high DFW rates were chosen. Class instructors can choose from a menu of ways to utilize their learning assistant, as all courses have different expectations. The learning assistants fit the criteria of a tutor and are trained as such. They do not have anything to do with course development, execution of course materials, input into the grading process, or evaluation of students; however, they may teach a mini session on a specific part of a topic with the instructor present to perhaps lend a student perspective. While the hope was to roll this out in the fall, we have been unsuccessful finding tutors and we are still facing that challenge. Faculty were asked to identify a student who does well in class and Johanna's office would do the interviewing, as well as reviewing transcripts, etc. Faculty are reluctant to do so, particularly in virtual environments, as they are not fully confident recommending students they do not know well. Sharon suggested involving Megan and potentially looking into RooSuccess capabilities. Melissa feels this could be a good marketing piece as well and maybe we could pull tutors from the Honors Program. Johanna is planning a soft roll-out with 2 classes which learning assistants have been hired this semester.
 - b. **Action/Decision: Sharon and Melissa:** Look into your suggestions and let Johanna know. **Johanna:** Will reach out to the instructors for the two identified courses.

- II. **Topic/Question: ASD Agenda**
 - a. **Data/Discussion:** Melissa went over the tentative agenda for Admitted Student Day and asked if the Deans had suggestions or concerns, to please let her know.
 - b. **Action/Decision:**

- III. **Topic/Question: Program Mission Statements**
 - a. **Data/Discussion:** We are collecting program mission statements, comparing them to the overall campus mission, seeing where the alignment is and if there is a lack of alignment, begin adjusting those mission statements and clearly reflecting them on the website and program pages in a uniform manner. We want to get these cleaned up and organized prior to our Middle States visit. To close the loop, in April or May Kirk plans to have a training session on mission statement development and revisions, PSLO development and revisions, and course outcome development and revisions as well. Right now, we have program outcomes which are not necessarily outcomes and we need to fix that. We have been talking about how we are going to disseminate awareness of mission statement and strategic goals, as we need to show we are attempting to spread awareness. Some suggestions were made.
 - b. **Action/Decision: Deans:** Begin to prepare faculty, Chairs and Directors for this revision process. If faculty need assistance with mission statements, let Kirk know.

IV. Topic/Question: Automated Wait Lists

- a. **Data/Discussion: FYI:** Sharon reported that she has been working on implementing the automated wait lists in Banner and it is just about ready.
- b. **Action/Decision:**

Provost's Cabinet

Agenda/Action Items

Date/Time/Location: February 8, 2022 / 9:00 – 11:00 a.m. / Teams

Attendees: Renee Campbell, Peggy De Cooke, Ken Erickson, Melissa Evans, Kirk Jones, Johanna Lee, Michael Newtown, Sharon Tavernier, Sarah Todd

Guests: Molly Mott

IV. Topic/Question: Micro Credentials

- a. **Data/Discussion:** There are approximately 400 micro credentials across SUNY, most are credit bearing, and very few which are not. Molly has researched micro credentials on the SUNY website and found that Cobleskill has the best interface, with a landing page similar to what we use with our off-term semester offerings. However, they don't have the infrastructure in place with regard to responsiveness. She feels we can market our micro credentials effectively by ensuring we have both of those in place. Travis is working on a draft landing page, the student would click the course they want to register for and submit, which would prompt an auto-response. Then someone would follow up with the student. Molly also mentioned that SUNY is investing in micro credentials and if we wanted to host a regional forum SUNY would perhaps fund it. It was suggested that C.J. may be interested in doing this, as they have 5 micro credentials along with their new space in Dana. Micro credentials can be taught in different modalities, not just online.
- b. **Action/Decision: Deans:** Discuss these opportunities with faculty at your school meetings. **Molly:** Check into payment plan options and how registration is handled (Banner?).

V. Topic/Question: Student Satisfaction / Withdrawal Surveys

- a. **Data/Discussion:** Sarah sent these survey instruments out to the group last week and will also be sending them to other committees on campus for feedback. She indicated that she would like to try to get the surveys administered by late March, after spring break.
- b. **Action/Decision: Group:** If anyone has any further feedback or suggestions regarding the surveys, please let Sarah know. **Sarah:** Once the surveys are finalized, send to Peggy to share with the Vice Presidents Group for input or as an FYI.

VI. Topic/Question: Library & Tutoring Services & Materials Requests, Library Instruction, Learning Commons Student Engagement / Brown Bag

- a. **Data/Discussion:**
 - i. **Library & Tutoring Services & Materials Requests:** Johanna shared two documents; a request for acquisitions of library materials and a proposal for tutoring services or resources. She would like to formalize the process of making such requests so that she can include them in next year's library budget, and also to allow a more inclusive process by having Department Chairs and Deans review requests.
 - ii. **Library Instruction:** Leah Fitzgerald is working on promotional pieces to push out to faculty for some library instruction, tailored to program and student needs.
 - iii. **Learning Commons Student Engagement / Brown Bags:** Last week the Learning Commons started an office hour series and it has worked out well. Many faculty have indicated that students don't come to their office hours, so Johanna has

offered to accommodate space for them in the library; students can come to see them there instead. The interaction between faculty and students tends to be a bit more productive outside faculty offices. Johanna also spoke about the possibility of holding a coffee and conversation with faculty and students informally in the Learning Commons. Non-academic folks may have interest in this as well. This could be a wonderful way to get people engaged again since the pandemic began.

- b. **Action/Decision: Deans:** Mention the request forms to faculty at your school meetings. Let Leah know if you would like her to attend a school meeting to discuss library instruction with your faculty. If you have brown bag ideas or conversations you would like to see in the Learning Commons, please let Johanna know.

VII. Topic/Question: Academic Honor Societies

- a. **Data/Discussion:** The question arose from Student Affairs as to where academic honor societies should be housed on our website and, whose responsibility it is to oversee and manage them. Although they are recognized SGA organizations, they have never been housed in the Student Activities Office. It was suggested that perhaps the confusion stems from the fact that in the past, students have paid their money for participation in an honor society to the SGA treasurer, who in turn sends a check to the honor society on behalf of the student. The Deans agreed that their school and/or programmatic webpages should include information about honor societies in their areas, and make them searchable for students who are seeking such information; information (advisor, requirements, etc.) will also be included.
- b. **Action/Decision: Deans:** Reach out to the appropriate faculty in your school and take steps to get the honor society information in your school put up on your academic webpages and make sure they are searchable. **Renée:** Reach out to Courtney and ask her if the SGA wishes to continue to collect dues from students and send them on.

Provost's Cabinet

Agenda/Action Items

Date/Time/Location: February 1, 2022 / 9:00 - 11:00 a.m. / Teams

Attendees: Renee Campbell, Peggy De Cooke, Ken Erickson, Melissa Evans, Kirk Jones, Johanna Lee, Michael Newtown, Sharon Tavernier, Sarah Todd

- I. **Topic/Question: GER 2 (Natural Sciences) Concerns**
 - a. **Data/Discussion:** The new Gen Ed guidelines indicate that the Natural Sciences requirement will include scientific reasoning. As such, some social science courses may fall into this category. Some concerns were raised and discussed.
 - b. **Action/Decision:** We will continue to give transfer students credit for courses they receive GER credit for at other institutions. Courses will continue to go through the faculty governance approval process for Gen Eds as they always have.

- II. **Topic/Question: Faculty Input, Spring Events/ASD Update**
 - a. **Data/Discussion:** Melissa shared the Admission Spring event plan with the group. We are planning to hold our Admitted Student Days, Open House, and Spring bus trip in person. We will have a contingency plan to move remote if we have to. Our biggest challenges are the same as we have been having, which is keeping density low and people safe.
 - b. **Action/Decision: Deans:** Share any ideas you may have with Melissa.

- III. **Topic/Question: Withholding Transcripts & Outstanding Balances**
 - a. **Data/Discussion:** The Governor has announced that SUNYs are no longer allowed to withhold transcripts for students who have outstanding balances of any kind. Currently, only SUNY schools have this mandate, which puts us at a disadvantage. We currently won't admit a transfer student unless they have an official transcript, which tells us that the student does not owe any money at any other institutions. If we don't change that strategy and other schools are not required to follow this mandate, students can take their transcript to go somewhere else. Holding the transcript was the leverage we had to get students to pay their bill; now we don't have that which will unfortunately likely create more hardship and challenges for students down the road. As a campus, we will need to formulate a good plan on how to deal with these issues going forward.
 - b. **Action/Decision:**

- IV. **Topic/Question: Honors Convocation Nominees**
 - a. **Data/Discussion:** We will continue to have the Deans nominate faculty, which seems to be the easiest process.
 - b. **Action/Decision:** Some nominees were suggested and will be reached out to. It was decided that this topic will be discussed early on in the Fall semester going forward to prevent scrambling for someone at the last minute. **Renee:** Make sure this is added to one of our first Fall meeting agendas from now on.

- V. **Topic/Question: RooSuccess - Clearing Flags**
 - a. **Data/Discussion:** Sharon mentioned that flags are going up in RooSuccess. However, the flags are not being cleared which causes issues. The purpose of raising the flag is to generate an intervention/conversation with the student so that the student is aware of the issue. But once that conversation happens, the flag should be cleared. By not clearing

the flag, the assumption is that there has been no such discussion between the faculty and the student. Sharon is working with the Retention Committee to create a flow chart to help with this. There are advisors and coaches who reach out to students regarding flags, but once Engaged/Not Engaged is done next week, there will literally be thousands of flags and this will become a challenge.

- b. **Action/Decision:** Sharon will speak to this at Faculty Assembly next week. **Deans:** If you have an opportunity to speak to your faculty about this prior to Engaged/Not Engaged, that would be helpful.

Provost's Cabinet

Agenda/Action Items

Date/Time/Location: January 18, 2022 / 9:00 – 11:00 a.m. / Teams

Attendees: Renee Campbell, Peggy De Cooke, Ken Erickson, Melissa Evans, Kirk Jones, Johanna Lee, Michael Newtown, Sharon Tavernier, Sarah Todd

Guests:

- I. **Topic/Question: SUNY Student Satisfaction Survey**
 - a. **Data/Discussion:** Sarah shared the results of the Spring 2021 Student Satisfaction Survey, which were reviewed and discussed.
 - b. **Action/Decision:** Sarah will present the results to the President's Cabinet.

- II. **Topic/Question: Bucket Analogy Revisit**
 - a. **Data/Discussion:** Sharon re-shared documents outlining a bucket approach to our programs and their requirements. Now that the Double Major Policy has been approved, we are hoping to get clarity within each program about the categorization of all courses required for a degree (e.g., major requirements, gen ed requirements, upper-level course requirements), as they are currently somewhat confusing. In addition, we need to ensure that Degree Works is accurate as well, so that students check progress-towards-degree and get accurate information. This is also important for transfer students, because we are currently at a competitive disadvantage, as our programs don't currently map well to corresponding programs at competing institutions. What exactly should be required as part of the major and what can we move out as a degree requirement? A great deal of thought will need to go into how we can represent our programs and make them less prescribed; it will need to be a campus-wide approach.
 - b. **Action/Decision: Deans:** It was decided that the Deans' Offices will make the first draft of suggested revisions to programs and then hand them off to the appropriate departments; the goal is to have them ready for departments around mid-term. **Sharon & Kirk:** It was also decided that in order to prevent faculty from having to do extra work, the new upcoming General Education Requirements will be updated on the documents as well. **Deans:** Put this topic get on school meeting agendas as soon as possible in order to get this on the radar if the faculty.

- III. **Topic/Question: Follow-Up – Selective Program Applications**
 - a. **Data/Discussion:** Discussions between the Dean and Chairs/Directors of our selective programs are ongoing to provide decisions to prospective students that will increase enrollments and our competitiveness with other institutions.
 - b. **Action/Decision:** Admissions will begin sending applications for immediate review.

Provost's Cabinet

Agenda/Action Items

Date/Time/Location: January 11, 2022 / 9:00 - 11:00 a.m. / Microsoft Teams

Attendees: Renee Campbell, Peggy De Cooke, Ken Erickson, Melissa Evans, Kirk Jones, Johanna Lee, Michael Newtown, Sharon Tavernier, Sarah Todd

Welcome Dr. Ken Erickson, Interim Dean, SHCJ

Welcome Dr. Kirk Jones, Interim Dean, SBLA

I. Topic/Question: Spring Start-Up

- a. Data/Discussion:** For now, we are moving forward with our Spring start-up plan as is. We have been told by public health that once we are ready to open, there may be a large volume of COVID cases. As such, the COVID Response Team has been reactivated, and will be meeting regularly. Any changes to our spring start-up plan will be communicated to the campus.
- b. Action/Decision:**

II. Topic/Question: Selective Programs

- c. Data/Discussion:** Melissa has concerns regarding the timing of decisioning our selective programs for Fall 2022, as we are sitting on a lot of qualified applicants that we are at risk of losing due to our delay in giving them a decision. February is too late and Melissa would like to see these decisions made sooner, ideally prior to the holiday break, so that we may remain competitive and students don't go elsewhere. It is understood that students may be underprepared and that program accreditation is a factor. We are not looking to lower the standards of these programs, but we are no longer getting the large volume of applicants where we can hold off and pick the most qualified students. Ken mentioned that the directors like to wait until students get their final grades in the fall semester of their senior year, yet he agrees that in light of our declining enrollments, we no longer have the luxury of waiting. At least for now, he is fine with moving up the decisioning for select program applicants and if there comes a time when applications begin to climb again, we can revisit.
- d. Action/Decision: Ken:** Speak with Kim and Deb and report back to the group regarding this concern.