

## Provost's Cabinet

### Agenda/Action Items

Date/Time/Location: December 12, 2023 / 9:00 – 11:00 a.m. / MAC 620

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

- I. **Topic/Question: Inactive Courses**
  - a. **Data/Discussion:** Travis is working on getting the college catalog online. There are currently 7,000 courses listed in the catalog, most of which have not been offered or taught in quite some time. We have no policy on cleaning up old courses and deactivating them. Many times, students find a course that they are interested in only to find out the course isn't offered. Sharon indicated that other SUNYs do deactivate courses, and she would like to start an annual rotation of deactivating courses. It was noted that the courses would remain in Banner for transcript and possible reactivation purposes, but they would be removed internally in the college catalog.
  - b. **Action/Decision: Sharon:** Research this more with other SUNYs and come back with recommendations.
  
- II. **Topic/Question: Honors Convocation Nominees**
  - a. **Data/Discussion:** The nominees were discussed.
  - b. **Action/Decision:** Peggy will reach out to the selected nominee.
  
- III. **Topic/Question: ACE Questions**
  - a. **Data/Discussion:** The questions were asked and answered by the group.
  - b. **Action/Decision: Renee:** Send the responses to Molly Mott.
  
- IV. **Topic/Question: Professional Development Funds**
  - a. **Data/Discussion:** The question arose as to whether the Deans can use their off-term funds for equipment and other needs for faculty professional development aside from travel. Everyone agreed that Deans should use their discretion for spending of their off-term monies.
  - b. **Action/Decision:**
  
- V. **Topic/Question: Instruction for Compensation Document and Issues**
  - a. **Data/Discussion:** This topic was discussed.
  - b. **Action/Decision: Renee:** Set up a meeting for the Deans, Peggy, Sarah with the President.

**Provost's Cabinet**

**Agenda/Action Items**

**Date/Time/Location:** October 31, 2023 / 8:30 - 10:00 a.m. / MAC 620

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

- I. **Topic/Question: Proposed Changes to Admissions Standards for Vet Science Technology & Veterinary Science Programs**
  - a. **Data/Discussion: FYI:** Michele and Melissa discussed the changes to admissions standards for the Veterinary Science programs. After meeting with the Dept. Chair, it was decided that students who do not meet the chemistry NYS Regents score or course average for direct entry into the program(s), could be admitted if they complete the Portage Prep Course (CHM 095, Introduction to Chemistry) with a B or higher. In addition, they will accept Portage Prep Courses for Biology (BIO 095, Basic Lab Biology) and Math (MAT 092, Intermediate Algebra) with a grade of B or higher as well. Portage Learning is fully accredited by the Middle States Commission on Secondary Schools and offers self-paced, online courses which provides students with academic preparation.
  - b. **Action/Decision:**
  
- II. **Topic/Question: Academic Planning Grids**
  - a. **Data/Discussion: FYI:** Peggy asked the Deans to send her the program reviews that have been completed. Renee will set up meetings with Peggy, the Dean, and the Chair/ Curriculum Coordinator to review and discuss.
  - b. **Action/Decision: Deans:** Let Renee and Peggy know when you have program reviews ready.

## Provost's Cabinet

### Agenda/Action Items

Date/Time/Location: October 24, 2023 / 9:00 - 10:00 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: OER Update

- a. **Data/Discussion:** Johanna informed the group that resources and information regarding OERs have been added to their webpage, and that they are looking for ways to increase our OER adoption rate; our OER current adoption rate is 35%. Johanna mentioned that although we have had some issues with OERs in the past, Lumen has improved guidelines for accepting OER materials, which go through an evaluative process and are routinely updated. Sharon indicated that there are options for low to no-cost textbooks as well. We have an opportunity to lower student textbook costs, but faculty engagement is needed. Last year, an OER Focus Group was developed. Johanna is hoping that some faculty volunteers can be identified to serve on this group, to help put together ideas for promoting and dispelling misconceptions of OERs.
- b. **Action/Decision:** It was decided the Deans would discuss this topic at one of their upcoming school meetings. **Johanna:** Send some language to the Deans to share with faculty at their school meetings.

#### II. Topic/Question: Revised Microcredential Proposal Form (*brought forward by Liz Brown*)

- a. **Data/Discussion:** The revised form was shared and approved by the Provost's Cabinet.
- b. **Action/Decision: Renee:** Let Liz know the Provost's Cabinet supports the revised form and ask her to have it updated on our website.

#### III. Topic/Question: Balance of In-Person/Virtual Classes

- a. **Data/Discussion:** Sarah pulled data from our spring 2024 master schedule and shared it with the group. There is a significant drop in face-to-face classes for spring and that there are not enough face-to-face course selections for our on-campus and commuter students to take.
- b. **Action/Decision:** It was decided the Deans will address this with the faculty at an upcoming school meeting. **Sarah:** Send some additional data to the Deans.

**Provost's Cabinet**

**Agenda/Action Items**

**Date/Time/Location:** October 3, 2023 / 9:00 - 10:00 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: New Scholarship Initiative**
  - a. **Data/Discussion:** A new scholarship initiative was discussed.
  - b. **Action/Decision:**
  
- II. **Topic/Question: Advising Loads**
  - a. **Data/Discussion:** Uneven advising loads and possible solutions to that will be discussed in a future meeting when more time permits.
  - b. **Action/Decision:** Peggy asked the group to start thinking of possible solutions for this.

## Provost's Cabinet

### Agenda/Action Items

Date/Time/Location: September 26, 2023 / 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: Review of Individual Studies 688 Programs**
  - a. **Data/Discussion:** Michele expressed concerns with the 688-Individual Studies degree program. She feels that it needs to be more defined and structured (especially for select programs) so that students are better guided and advised for their desired program of study; and to ensure they are engaged, successful, and retained. She made some suggestions for revisions, as she has researched other SUNY institutions that have similar programs. She indicated that these programs have a plan for students to follow, which align with their desired individualized degree programs to ensure student success. Chad Brown is advising Individual Studies students, so it was suggested to invite him to an upcoming meeting to speak to how he is working with these students.
  - b. **Action/Decision: Michele:** Work on revising the current check sheet. **Michele:** Send research materials to the rest of the group. **Renee:** Invite Chad to an upcoming meeting.
  
- II. **Topic/Question: Academic Recovery Process**
  - a. **Data/Discussion:** The limit on credit hours for academic recovery students was discussed. Students on recovery should be taking no more than 14 credit hours. Advisors need to be making sure that when students are meeting with them for pre-registration, they are looking at mid-term transcripts and advising students not to take more than 14 credits the following semester. It was suggested to ask Chad to include this in the Faculty Advising Manual. Concerns regarding some language in the academic recovery contract were also discussed.
  - b. **Action/Decision: Johanna:** Share the template for the academic recovery contract with suggested changes to the group. **Renee:** Ask Chad to include the advising piece discussed in the Faculty Advising Manual.
  
- III. **Topic/Question: Incomplete Policy**
  - a. **Data/Discussion:** The deadline for incompletes was discussed.
  - b. **Action/Decision:** No action needed.
  
- IV. **Topic/Question: Credit Hour / Contact Hour & Recitation**
  - a. **Data/Discussion:** A discussion of credit/contact hours ensued. Mike and Peggy indicated a credit/contact hour calculator is being developed to assist with determining faculty and student load.
  - b. **Action/Decision:** No action needed.
  
- V. **Topic/Question: Math C or Better Requirement**
  - a. **Data/Discussion: FYI:** The math department has removed the C or better requirement permitting students to move up to the next math level course as long as they pass the course with a D or better. There may be some programs however, that still require the C or better. Additionally, MATH 106-Intermediate Algebra is a GER 1. This was decided some time ago,

as students were bringing in GER 1 credit for an equivalent course from other institutions; this makes us more transfer friendly.

**b. Action/Decision: Mike:** Check again to ensure other colleges are still considering Intermediate Algebra as a GER 1.

## Provost's Cabinet

### Agenda/Action Items

Date/Time/Location: August 29, 2023 / 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: GER Enumeration

- a. **Data/Discussion:** Kirk informed the group that we are going to set it up so that when we do the GER enumeration, we will submit one yellow cover sheet. He also stated concern that the fillable Master Syllabus template restricts how we need to fill it out, so he asked if we could either revise it or eliminate it altogether.
- b. **Action/Decision:** It was decided to eliminate the fillable Master Course Syllabus and was suggested that the template itself should be looked at again for potential updates. It was also decided that a workshop should be held to assist faculty with the proper way to lay out a class syllabus, and that school faculty representatives from the Curriculum Committee should be involved. **Renee:** Ask Travis to remove the fillable Master Course Syllabus from the website. **Kirk:** Draft an email to send to the faculty notifying them of this, and Renee will send from the Provost's Office. **Kirk:** Let Amani know that Curriculum Committee faculty representatives will be asked to assist with updating the Master Syllabus template, as well as developing a training on constructing a syllabus template that will be shared by all three schools. Ask her to add it to an upcoming agenda.

#### II. Topic/Question: Embedded Tutor Program

- a. **Data/Discussion: FYI:** There is no funding for the Embedded Tutor Program this year. The funds we do have will go to basic lower-level tutoring. She also mentioned that there is an endowment which has sponsored students in the past. It was suggested that some retirees may be willing to volunteer to tutor.
- b. **Action/Decision: Deans:** Please relay this to the faculty and let them know. If your offices or faculty learn of students who wish to volunteer for tutoring, or if there are work-study students who would like to work in the Tutoring Center, please let Johanna know.

#### III. Topic/Question: Academic Planning

- a. **Data/Discussion:** The academic planning grid which was approved by the Enrollment Management Working Group was shared and discussed; revisions were suggested. We will be looking closely at programs to see we can fine-tune them to fit the needs of industry, and how we can tailor that so our students can be more marketable. The planning grid will be used as a guideline for faculty with the understanding that there are no pre-determined outcomes, but rather serve to get faculty thinking about programs and ways to grow enrollments in them.
- b. **Action/Decision: Renee:** Make updates to the planning grid and send to the Deans to share with their Chairs at the next Chair meeting.

**Provost's Cabinet**

**Agenda/Action Items**

**Date/Time/Location:** August 15, 2023 / 9:00 – 11:00 a.m. / MAC 620

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

**Guest:** Molly Mott

**I. Topic/Question: Civil Rights Review**

- a. Data/Discussion:** Molly is working to prepare and strategize to be ready for our upcoming Civil Rights Review visit; she shared a list of questions for the group to review. Molly also mentioned that in working on this endeavor, she has discovered some things that we can do better. Molly indicated that overall, our facilities visit went well with very few issues, which have been addressed. It was decided that the questionnaire will be distributed to the campus. Her next concern was regarding our syllabus template. She indicated that while the online syllabus template does include the accessibility statement, the normal face to face template does not. It needs to include that. She also suggested that given that we have grown and evolved, perhaps we should just have one syllabus template for all course modalities. The group agreed that this needs to be brought to the Curriculum Committee for discussion.
- b. Action/Decision: Molly:** Draft something for Peggy to share at Faculty Assembly. **Molly:** Reach out to Janel to prepare the survey to distribute. **Renee:** Ask Amani to add the syllabus concern to an upcoming Curriculum Committee agenda.



## Provost's Cabinet

### Agenda/Action Items

Date/Time/Location: August 8, 2023 / 9:00 – 11:00 a.m. / MAC 620

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

#### I. Topic/Question: Dual Enrollment

- a. **Data/Discussion:** Michele explained that the Dual Enrollment workgroup met to review the current process and recommend processes and guidelines for Dual Enrollment. She shared the notes and action items from that meeting. They discussed fee structure and scholarship opportunities. One thing that was determined is that although there are many key players and offices involved in our current process, we don't have a primary point person in place. The group suggested an electronic portal, and Sharon indicated possibly utilizing a registration portal like we use for part-time, non-degree students. She also suggested that we put together Dual Enrollment information with a link to send to high school guidance counselors to pass along to the parents/students so that it is less cumbersome than our current paper process. Establishing a guidebook was also suggested.
- b. **Action/Decision: Renee:** Put this back on the agenda next week for further discussion.

#### II. Topic/Question: SUNY DEI Climate Survey

- a. **Data/Discussion: FYI:** Sarah indicated that SUNY has been in negotiations with some vendors regarding the DEI Climate Survey. No contracts have been signed, but once it is she would like to administer in in November, just prior to Thanksgiving break and wanted to give everyone a heads up on that, as she suspects she will have to work quick to be ready to launch it. She stated that she does not have the instrument yet, but once she does, she will share it out. Sarah feels that it will be good for us to participate in this survey if it is a good instrument.
- b. **Action/Decision:**

## Provost's Cabinet

### Agenda/Action Items

Date/Time/Location: July 25, 2023 / 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: DegreeWorks & Student Outcome Tracker**
  - a. **Data/Discussion:** Concerns over math courses requiring a C or better to move on to the next math course was discussed. This is causing problems with DegreeWorks and the Student Outcome Tracker (SOT). Students do not receive financial aid for repeating a course they have already passed unless the next math course is required in their program. Every student who received a D and is registered for the next math course next semester (in progress in DegreeWorks) must have their SOT reviewed by the Registrar and Financial Aid offices to ensure their eligibility for aid.
  - b. **Action/Decision:** Because math is a service program and not a major, it was decided that beginning in Spring 2024 the mandate to require a C or better in math will be removed unless a specific major requires it. **Deans:** Have your Department Chairs look at their programs to see if there needs to be a math requirement for C or better.
  
- II. **Topic/Question: DegreeWorks Petitions and Exceptions**
  - a. **Data/Discussion:** Sharon runs an annual report of petitions and exceptions that have been done in DegreeWorks. If the same exception is being put in again and again, it is time to re-look at the program and make any adjustments to address those exceptions. The proper procedure is for faculty to enter the petition and the Dean approves or denies it. If approved, the Deans' Office staff makes the exception in DegreeWorks. However, there are no comments or explanations being put in as to why the exception is being made, as faculty are simply notifying the Deans' offices to go in and make the exception. Without the justification being put in, our data is not accurate regarding trends.
  - b. **Action/Decision:** Going forward, faculty are strongly encouraged to enter the petition as to why the exception is being made. **Deans:** Make sure that faculty and office staff understand that the proper process needs to be followed.
  
- III. **Topic/Question: English Leveling and Accuplacer**
  - a. **Data/Discussion:** When leveling for English, students who scored 75 or less on their English regent's exam must take the Accuplacer placement test. Historically if they are not prepared for ENGL 101, they were placed in ENGL 097, remedial English. However, we no longer offer ENGL 097 due to the low enrollment and students not being successful; rather, students are put into sections of ENGL 101 with specific instructors who are experienced with teaching remedial students. A discussion ensued and several points and suggestions for change were brought up.
  - b. **Action/Decision:** It was decided that more data is needed, and this is a part of a larger discussion.

**Provost's Cabinet**

**Agenda/Action Items**

**Date/Time/Location:** June 20, 2023 / 9:00 – 10:00 a.m. / Teams

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

**Guest:** Chad Brown

- I. **Topic/Question: Advising Surveys**
  - a. **Data/Discussion:** The survey was last administered in Spring of 2019, and it had been decided to not survey the students during the pandemic. The surveys were reviewed and discussed, and it was agreed that some revisions will be made.
  - b. **Action/Decision:** It was decided the survey will be administered in Fall 2023 to see what can be gleaned for the spring.
  
- II. **Topic/Question: Withdrawal Survey**
  - a. **Data/Discussion:** Sarah suggested that a short, two-question student survey be administered to students around the time of Engaged/Not Engaged to find out if students are planning to withdraw. Tying together the survey and the E/NE results could show if students are an attrition risk.
  - b. **Action/Decision:** It was decided to tentatively plan to administer this survey for fall.  
**Renee:** Invite Chad back early in the fall semester.

## Provost's Cabinet

### Agenda/Action Items

Date/Time/Location: June 13, 2023 / 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: Julie Parkman

#### I. Topic/Question: Internship Issues

- a. **Data/Discussion:** Julie explained that the internship document that SUNY provides excludes the employer from paying students. Peggy suggested that Julie make further attempts to connect with other SUNYs to see if they are facing similar issues and if so, how they are addressing them. Perhaps registering complaints to SUNY could help, SUNY needs to make the document less specific.
- b. **Action/Decision: Julie:** Survey other SUNYs to inquire how they are addressing this issue.

#### II. Topic/Question: Concurrent (High School) Enrollment

- a. **Data/Discussion:** We are working on two concurrent high school enrollments; one with Massena and one with Madrid-Waddington. Massena is looking for engineering and technology coursework for high school credit, and they are looking for a bigger partnership for students who are not necessarily putting college in their sites, but perhaps seeking a certificate or micro credential. Melissa mentioned that Patrick has done a lot of work with fee structure (we are able to set our own fees) so that we can be competitive. Some districts pay for their students to take coursework, some make families responsible, and some districts don't pay at all. High school guidance counselors provide a course listing inventory and let us know which on that list are offered for college credit through colleges. We looked at the courses left that were not being offered for college credit and we are looking at a few that we could certify a high school teacher to teach. We noticed that engineering courses have potential because other schools are not offering them. Students can take the courses for credit or not for credit. Instructors are not compensated by SUNY Canton. Michele suggested a high school check sheet be provided to high schools for students interested in courses in which we have programs. She feels this is a marketing opportunity for us, as students who take these courses could come into one of our programs and already have some of the program course requirements completed. She feels because there would be no wasted credits and taking classes this way would be less expensive, would be a huge selling point for parents. One potential problem pointed out was the impact that may have on a scholarship such as the Excelsior Scholarship. When students come in with too much credit, it makes it difficult for them to meet the requirements of the scholarship.
- b. **Action/Decision:** A small working group to create a process, forms, guidelines for certifying teachers, fee structures, etc. was suggested. It was decided the group will consist of the Deans, Sharon, Patrick Massaro, and Kyle Fennell.

#### III. Topic/Question: Status of the Enrollment Management Plan per Executive Cabinet Discussion

- a. **Data/Discussion:** The status of the Enrollment Management Plan draft which was due on June 5<sup>th</sup> was discussed. Melissa indicated that there has been quite a bit of progress; the

College Association sent a draft, and John Kennedy in Residence Life is implementing some earlier dates to their processes, such as sending the housing questionnaire survey earlier. A roadblock with UCan Web was identified, and Information Services is aware of this and have been meeting about making fall and spring concurrent. Regarding financial aid, Melissa met with the new director; hurdles are the date the FAFSA opens and waiting for the new federal formula. There will be a new way that awarding will be calculated, so they are stuck and cannot calculate a tentative award letter when that information has not been made available yet. There is room for scholarships, however. Melissa is hoping that when the common app is sent, a questionnaire could be generated to students so that we can do an estimate. Peggy indicated that this is the information that the President is looking for.

- b. **Action/Decision: Melissa:** Summarize the updates and send it to the President, Peggy, and Michaela.

**IV. Topic/Question: Portfolio Review Reminders**

- a. **Data/Discussion:** Peggy reminded the Deans that going forward, they need to ensure that the faculty member has addressed any concerns or requests from her last review, and that all information is included in the faculty members' portfolio prior to it reaching our office.
- b. **Action/Decision: Renee:** Create One Drive files for each school and include all portfolio documentation from prior reviews. Share with Peggy and the Deans.

**V. Topic/Question: School Meetings**

- a. **Data/Discussion:** School meeting locations this academic year were discussed.
- b. **Action/Decision:** For consistency's sake, school meetings will be conducted in person, with the option of Teams.

**VI. Topic/Question: Budget Revisions Needed**

- a. **Data/Discussion:** We need to cut some money out of our state budget asks.
- b. **Action/Decision: Group:** Please look at your budgets carefully and try to move some things to other accounts (SUTRA, CA, Foundation, etc.) and have that back to Peggy by the end of the week.

## Provost's Cabinet

### Agenda/Action Items

Date/Time/Location: May 23, 2023 / 9:00 - 11:00 a.m. / Microsoft Teams

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

- I. **Topic/Question: Withdrawing Student Survey**
  - a. **Data/Discussion:** Sarah indicated that she would like to send out the withdrawing student survey earlier in the summer rather than later. She feels that doing so would give us a better sense of identifying students who may not be planning to return in the fall. She also mentioned that students don't realize that by not registering gives the impression that they are not planning to return, so by identifying these students earlier would prompt them to get their scheduling done earlier. Sharon mentioned that some other places give us similar data in Banner, such as RooSuccess.
  - b. **Action/Decision:** It was decided to administer the survey earlier.
  
- II. **Topic/Question: Advising Survey**
  - a. **Data/Discussion:** Sarah received the advising survey from the Advising Center, and it almost entirely focuses on academic faculty advisors. She suggested the possibility of administrating a fall and spring survey. There is also a summer advising survey, which focuses solely on the Advising Center.
  - b. **Action/Decision:** It was decided to put this back on the agenda and invite Chad Brown to an upcoming meeting. **Sarah:** Send out the surveys to the group. **Renee:** Invite Chad to a Provost's Cabinet meeting.
  
- III. **Topic/Question: Payson Hall Renovation - Impact on Class Scheduling**
  - a. **Data/Discussion: FYI:** Mike McCormick has indicated that Payson Hall will be taken off-line and renovated; the project is slated to begin in Spring, 2025 and her understanding is the project could take a year to a year and a half. This will take several of our classes offline. Sharon took the tentative Spring 2024 schedule in order to get an idea of the impact this will have. She believes that while it is possible to take Payson offline, it will mean being a lot more creative with the schedule. As we move down the road closer to that time, Sharon will need some cooperation, as she is aware that faculty have special needs and wishes when it comes to scheduling. As a heads up, some requests simply won't be possible.
  - b. **Action/Decision:**
  
- IV. **Topic/Question: Internship Compensation - Follow-Up**
  - a. **Data/Discussion:** The revised compensation document was reviewed and discussed. Some changes were suggested.
  - b. **Action/Decision: Renee:** Make suggested changes and send back out to the group.

**Provost's Cabinet**

**Agenda/Action Items**

**Date/Time/Location:** May 2, 2023 / 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

**Guest:** Anna Wong

- I. **Topic/Question: SUNY OER Impact Grants Program**
  - a. **Data/Discussion:** Anna will be submitting a proposal applying for this grant, and explained how the funding would be budgeted if we receive it. We know that per the survey that was administered to faculty, many of them do not know where to begin with creating an OER. Therefore, experienced OER fellows would be appointed who would then train other interested faculty how to develop an OER for their courses. A suggestion was made to include implementing an internal peer review process for quality purposes, expanded to include accessibility. The Deans are in support of this.
  - b. **Action/Decision: Anna & Johanna:** Once this proposal is complete, please submit it along with the budget to Betsy for her review.
  
- II. **Topic/Question: Course Enrollments**
  - a. **Data/Discussion:** Sarah shared a dashboard of a list of courses that are currently full for Fall 2023 with no additional seats available in other sections of the same modality.
  - b. **Action/Decision: Deans:** Look at the data and determine if more sections are needed.
  
- III. **Topic/Question: Textbook Costs / Transparency - Revisit**
  - a. **Data/Discussion:** Per our last discussion about this, a taskforce will be put in place with the end goal being that we can better capitalize on low textbook costs and OERs.
  - b. **Action/Decision:** It was decided that Johanna will Chair this taskforce and Mike volunteered to Co-Chair. **Johanna:** Create an OER One Drive and share materials with those who need to be included.
  
- IV. **Topic/Question: Internship Compensation – Summer/Winter**
  - a. **Data/Discussion:** There has been some confusion regarding off-term versus regular term internship compensation.
  - b. **Action/Decision: Renee and Michele:** Work together to edit the compensation document to make it more comprehensive, which will be shared back for further feedback.
  
- V. **Topic/Question: Articulation Agreements & High School MOU**
  - a. **Data/Discussion:** Concerns were raised regarding outdated articulation agreements, as well as agreements noted as 'programs' in the College Catalog.
  - b. **Action/Decision: Peggy:** Discuss this with Liz.

## Provost's Cabinet

### Agenda/Action Items

Date/Time/Location: April 11, 2023 / 9:00 - 10:00 a.m. / MAC 620

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

Guest: Molly Mott

#### I. Topic/Question: Civil Rights Review & Program Faculty

a. **Data/Discussion:** Molly explained that we need to raise awareness of the upcoming Civil Rights Compliance Review; a review that scrutinizes our ability to meet federal and state regulations on non-discrimination. The Review Team will examine campus policies and procedures on non-discrimination; they will pay particular attention to our academic programs that qualify for federal Perkins funding. They will be on-site in August 2023; Perkins faculty will be interviewed in September and students will be surveyed in September. The Review Team will share its findings with the campus, allow the campus time to correct any deficiencies, share the report with SUNY/State/Federal government, and publish it nationally.

- i. Molly asked the Deans to identify faculty in various Perkins programs who can meet with the reviewers in September. Faculty in Perkins programs must understand the role of Perkins funding and the priority of the grant, which is to remove barriers to special populations (e.g., students with disabilities, individuals preparing for nontraditional roles, etc.). We want to ensure those faculty are ready to discuss their programs regarding the grant, so Molly has created a cheat sheet on the Perkins grant. Once those faculty are determined, Molly offered to do a mock trial run with them and prepare them for the interview.
- ii. Molly is meeting with Courtney next week regarding the student piece since reviewers will also meet with them.
- iii. In May, there will be a virtual meeting with the liaison for the Civil Rights Review Team, the President, the Directors of Facilities and Human Resources, and our liaison, Molly. This will allow us to ask questions and firm up the details of the review.

ADA compliance is also a significant part of the review. Molly mentioned there would be training across campus this summer (for leadership, office, and professional staff) on making documents accessible-more details to follow. Regarding course content, Deans and Chairs (not Online Learning), need to lead the discussion with faculty.

- b. **Action/Decision: Molly:** Share the Perkins cheat sheet with the Provost's Cabinet. **Deans:** Engage with your faculty on issues of accessibility and compliance. **Group:** If you have other ideas, questions, or suggestions regarding this piece, please let Molly know.



## Provost's Cabinet

### Agenda/Action Items

Date/Time/Location: March 28, 2023 / 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: Leah Fitzgerald

#### VI. Topic/Question: Scholarly Activities

- a. **Data/Discussion:** Leah Fitzgerald attended to discuss this year's Scholarly Activities. The event will be split into two days, and she explained to the group what will be taking place during the two days. We are low on registrations this year so she is hoping that the Deans will help with getting students and faculty involved. The event will be virtual as well, so online students are encouraged to participate. There is a form for registration on the Scholarly Activities on the website.
- b. **Action/Decision: Deans:** In your school meetings today, please encourage faculty to participate and assist in getting their students involved. **Leah:** Draft something to share with the faculty. **Melissa:** Mention it to the student ambassadors.

#### VII. Topic/Question: Deposits / Fall 2023 Enrollment

- a. **Data/Discussion:** Melissa explained some of the challenges we are dealing with, specifically with our low Fall deposits. One suggestion she mentioned that could help is to roll out an estimated financial aid package letter along with the acceptance letter. Other solutions were suggested, such as soliciting welcoming letters from faculty Department Chairs, especially for majors that are struggling with enrollments, to be auto sent in Slate. We have also been doing some high school visits in spring. More scholarship money could also help. Sarah talked about the data she ran based on when financial aid packages are being sent to students and timely deposits shortly thereafter. She indicated that it isn't feasible for a student to commit to attending prior to knowing what they will be receiving for financial aid. She also stated that for select programs, we cannot send a financial aid package to them because they have not been accepted yet.
- b. **Action/Decision: Melissa:** Send the welcome letter template to the Deans. Let Peggy know how much is needed for scholarships. **Renee:** Ask Michaela to add Melissa and Sarah to this week's President's Cabinet agenda.

#### VIII. Topic/Question: Remaining Prep for Middle States

- a. **Data/Discussion: FYI:** Kirk reminded the group that we are having a mock visit on April 3<sup>rd</sup>. He will be attending the April 18<sup>th</sup> school meetings to speak more to faculty about the Middle States visit.
- b. **Action/Decision:**

#### IX. Topic/Question: Course Fee Requests

- c. **Data/Discussion:** Course fee requests were shared and discussed; the group agreed with the submissions.
- d. **Action/Decision: Renee:** Send them forward to Shawn's office.

**VI. Topic/Question: Equipment Needs**

- a. **Data/Discussion:** Mike and Michele submitted equipment needs, as SUNY notified us that we have leftover Academic Equipment Replacement funds from the past four years. The needs were discussed, and it was decided how the funds will be spent.
- b. **Action/Decision: Michele and Mike:** Put your requests into a document and send to Peggy as soon as possible, as she needs to have them to Marianne Hassan by this Friday.

**VII. Topic/Question: SUNY SAIL Opportunity**

- a. **Data/Discussion:** Peggy indicated that SUNY SAIL is offering a package deal to send 2 or more faculty to this summer's leadership program. One faculty member from each school will be invited to go. The program will be virtual, with 7-week sessions during the summer from June 26<sup>th</sup> - July 26<sup>th</sup>; the session times vary. It was suggested that the Directors/Department Chairs be offered the opportunity to attend. Interested applicants will be asked to provide their CV, along with a letter of intent, outlining the following, to the provost:
  - Explain what they hope to get out of this opportunity
  - Talk about how they feel this experience would help them in their leadership position here at SUNY Canton
  - Explain how this opportunity would help them improve their own program for this upcoming year based on the experience

Faculty who are chosen will be required to participate and share out what they learned from the experience.

- b. **Action/Decision: Deans:** Reach out to your Directors/Department Chairs and invite them to apply. Send all letters of intent to Peggy no later than Friday, April 14, 2023.

## Provost's Cabinet

### Agenda/Action Items

Date/Time/Location: March 21, 2023 / 9:00 - 10:00 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: New GERs

- a. **Data/Discussion:** Sharon shared information based on her research as to what other SUNY schools are doing regarding the new GERs; and keeping in mind that we want to serve our students the best we can. The coding is what is changing. The group discussed the best way to move forward with aligning our check sheets with the new GERs and strategize on how to make this work for campus offices and advisors. It is understood that there will be closer looks at individual student records required in the beginning while we undergo these changes. It was suggested that a flow chart or decision tree of sorts be used for offices as a guide.
- b. **Action/Decision:** It was decided that the SUNY numbering system will be utilized for the Fall 2023 GER sheets. **Deans:** Move forward with changing to the new numbering system.

#### II. Topic/Question: Laptops for Remote Lecturers

- a. **Data/Discussion:** There are some lecturers who work remotely who are asking for the college to provide a laptop. This is happening more frequently, so a procedure should be put in place. Deans should include all new faculty computers in their budgets, and replacements will be purchased out of the Provost's Office, per our usual process.
- b. **Action/Decision:** Laptops will be purchased for remote lecturers.

#### III. Topic/Question: Honors Convocation Nominees

- a. **Data/Discussion:** The nominations from the Nominations and Elections Committee were shared with the group.
- b. **Action/Decision:** The group agreed to one of the candidates. **Peggy:** Reach out to the candidate. If accepted, let Amber know so she can get the email out to the campus.

## Provost's Cabinet

### Agenda/Action Items

Date/Time/Location: March 14, 2023 / 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: Admitted Student Days – Open House**
  - a. **Data/Discussion:** FYI to the Deans: Melissa indicated that the 3 Admitted Student Days will have the same agenda, but the Open House will have a slightly different agenda which includes a time change for the faculty commitment. She also mentioned that they are expecting a big turnout for the third Admitted Student Day, as that event will include bus trip students. Her office will be sending a reminder.
  - b. **Action/Decision: Deans:** Let your faculty know about this.
  
- II. **Topic/Question: EMWG – Faculty Members Needed**
  - a. **Data/Discussion:** Two faculty members are needed to serve on the Enrollment Management Working Group; one from Science, Health, and Criminal Justice and one from Business & Liberal Arts. This is not a faculty governance committee; it reports to Peggy. The nominations, however, do run through governance.
  - b. **Action/Decision: Michele and Kirk:** Let your faculty know this.
  
- III. **Topic/Question: Reminder for Chairs: Include Accreditation Faculty Release Compensation to Dept. Budgets**
  - a. **Data/Discussion:** Peggy reminded the Deans to include any accreditation costs in their budgets. Compensation for Chairs for program review should also be included in those departmental budgets. If necessary, please make any of these revisions to your budgets to reflect that and re-submit to our office.
  - b. **Action/Decision: Renee:** Send the Deans the Chair compensation information.
  
- IV. **Topic/Question: Off-Term Enrollment Information Schedule – Data from IR**
  - a. **Data/Discussion:** Sarah requested that we re-look at the information her office has been providing, since we are discussing a change. She does not feel that the information they are sending is necessarily meaningful. We want to identify exactly what we want from the data. Mike stated that he wants to see a trend in enrollments and that most of the information in the data does not help him. Sarah suggested re-working the Business Intelligence tool to make it easier to comprehend and to better help with planning purposes. It was suggested to invite Tom Burl to an upcoming meeting to provide a demonstration on Power BI. Peggy also mentioned that she will be working with Sharon on a two-year master schedule, including summer and winter as full semesters for planning purposes.
  - b. **Action/Decision: Mike:** Ask Tom Burl about attending an upcoming meeting to present a demonstration of Power BI.
  
- V. **Topic/Question: Microcredential Process**
  - a. **Data/Discussion:** It was discovered that a microcredential came through that included a course from one of the other schools and there was concern that there had been no discussion with the second department. A draft of the revised Microcredential Cover

Sheet, which includes an additional line for a second Department Chair, was shared with the group and discussed. It was decided that the revised Microcredential Cover Sheet will be brought to Curriculum Committee as an FYI. It was also suggested that to prevent things like this from slipping through the cracks and to catch them prior to getting to the Curriculum Committee, that curricular items will be brought to Provost's Cabinet for a look prior to the Deans signing off on them. It was also suggested to include Chad Brown occasionally. Once signed, the materials will be sent to the Curriculum Committee secretary for preparation as usual.

- b. **Action/Decision: Renee:** Ask Kristine Potter to add these two items to the April meeting Curriculum Committee agenda.

VI. **Topic/Question: Term Adjuncts**

- a. **Data/Discussion:** Term adjuncts are defined as adjuncts who have taught for us for 4 consecutive semesters. If term adjuncts are not non-renewed by the 45-day notification date, we must use them, regardless of whether we need them or not. The non-renewal letter does indicate that if they are needed again, their appointment would be renewed at that time. Human Resources shares a list of adjuncts with the Deans that are due to be notified. The notification date is April 1<sup>st</sup>, so this is somewhat time sensitive.
- b. **Action/Decision: Deans:** Have departments process non-renewal adjunct forms at your earliest convenience.

**Provost's Cabinet**

**Agenda/Action Items**

**Date/Time/Location:** February 14, 2023 / 9:00 – 11:00 a.m. / MAC 620

**Attendees:** Renee Campbell, Peggy De Cooke, Kirk Jones, Johanna Lee, Michael Newtown, Michele Snyder

- I. **Topic/Question: Individual Studies and Advising**
  - a. **Data/Discussion:** Most students in the Individual Studies program are likely those who are being unsuccessful in their original choice of program, so housed there to hopefully improve. As such, it was suggested that advising for Individual Studies would better serve those students if it were in a centralized location, where students would have assistance with exploring broader program options, which could ultimately be a better fit for them. The Advising Center could fulfil that need. This would not be implemented until Fall 2023.
  - b. **Action/Decision:**
  
- II. **Topic/Question: Anticipated Hires Review**
  - a. **Data/Discussion:** The anticipated hires spreadsheets were reviewed and discussed.
  - b. **Action/Decision: Renee:** Update Anticipated Hires spreadsheet and send to the Deans for final review. Once final, ask Michaela to add to an upcoming President's Cabinet agenda.

## Provost's Cabinet

### Agenda/Action Items

Date/Time/Location: January 24, 2023 / 10:00 – 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: Final Grades, Mid-Term Grades, & Engaged / Not Engaged**
  - a. **Data/Discussion:** It is imperative for many reasons that final grades, mid-term grades, and engaged / not engaged information are turned in on time.
  - b. **Action/Decision: Sharon:** Send reports out the evening before the due dates, rather than the morning of, to give more time for offices to check in with faculty if need be. Ask Presiding Officer to announce these deadlines at Faculty Assembly as they draw near.
  
- II. **Topic/Question: Review of End of Semester Reports**
  - a. **Data/Discussion:** Sharon indicated some slight revisions that have been made to the end of semester reports, specifically suspension and academic recovery reports.
  - b. **Action/Decision:** It was decided that all faculty advisors, if they are not already doing so, need to be reviewing end of semester reports and making recommendations to the Dean, as they have a better knowledge of student circumstances which may have hindered their semester.
  
- III. **Topic/Question: Dual Enrollment Evaluation Instrument**
  - a. **Data/Discussion:** Per our memorandum of understanding with the high schools with whom we have dual enrollment agreements, course evaluations are required to be administered. The Provost's Cabinet reviewed the Student Course Comment questionnaire we use here at SUNY Canton, however some of the questions were irrelevant/inappropriate for the high school students. As such, the instrument was slightly revised.
  - b. **Action/Decision: Renee:** Make the suggested revisions to the survey instrument and send out to the group for review.

## Provost's Cabinet

### Agenda/Action Items

**Date/Time/Location:** January 10, 2023 / 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:** Erin Lassial, Kaitlin French, Molly Mott, Tess Murphy

- I. **Topic/Question: Online Major Processes for in-person International Students**
  - a. **Data/Discussion:** Now that we are past COVID, the federal government is looking closely again to ensure that we are adhering to their mandates of in-person international students taking at least 9 credits of face-to-face courses per semester. This has become particularly challenging with the number of online degrees we offer. A protocol needs to be put in place.
  - b. **Action/Decision:** It was decided that degree plans will be completed for international students so that they have a clear path upfront. Sharon mentioned that a separate template for international students can be put into DegreeWorks. If it is determined that on campus offerings are not available for a student to fulfil the requirement, Admissions will let the applicant know and discuss other options with the student. It was also determined that there needs to be advisors specific to individual programs assigned to international students. **Deans:** Notify Directors/Department Chairs of this new protocol. Send the updated Director/Department Chair listing to Erin and Kaitlin. Invite Erin to a school meeting early in the semester so she can discuss this with faculty when they return from break. **Admissions:** Once those Chairs are identified as overseeing online programs, Kaitlin will email the Department Chair directly; all correspondence will have a cc to the Dean's Office and the International Office. **Erin:** Provide the Deans a list of international students to ensure they are being given an appropriate advisor. Start tracking international students who we are losing due to a lack of face-to-face offerings.
  
- II. **Topic/Question: Non-Credit & Micro credentials**
  - a. **Data/Discussion:** The discussion on this topic continued and several questions are still unanswered. What do we want to offer as a non-credit micro credential, who will develop and/or teach them, how will the instructors/developers be paid, what will the fee structure be (keeping in mind that we need to stay competitive)? These questions all need answers before Tess can program anything into Banner. Johanna suggested developing something that would enrich someone personally which could give them a skillset that makes them unique in their job. Tess mentioned that Brightspace is offering something like Coursera, a one stop where you select your course, pay for it and done. She said there was a demo that was sent and mentioned that there is a fee attached to it. An ad hoc committee was suggested to include faculty members for ideas.
  - b. **Action/Decision:**