

Provost's Cabinet

Agenda/Action Items

Date/Time/Location: March 25, 2025 / 9:00 – 11:00 a.m. / MAC 620

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

I. Topic/Question: Writing Intensive Courses

- a. **Data/Discussion:** All writing intensive courses were historically taught within the Humanities Department; however now most departments offer courses designated as writing intensive, as all programs require a writing intensive course in them. What constitutes a course as writing intensive? What are the criteria we use to define a writing intensive course? Are we confident all these courses meet that criterion and if not, should we consider writing across the curriculum instead?
- b. **Action/Decision:** It was decided this needs to go to a governance committee for review and discussion. We will send to Academic Standards, but first we need to define the outcome. **Ken:** Write a comprehensive charge to send to the Academic Standards Committee Chair.

II. Topic/Question: Permanent Schedules – Round 2

- a. **Data/Discussion:** Some of the permanent schedules were revisited.
- b. **Action/Decision:** **Sharon:** Check with Lenore for the academic calendar deadline. Provide Peggy with all courses being offered for Fall 2025, and we will compare numbers and sections.

Provost's Cabinet

Agenda/Action Items

Date/Time/Location: March 18, 2025 / 9:00 – 11:00 a.m. / MAC 620

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

I. Topic/Question: Course Fee Requests

- a. **Data/Discussion:** The course fee requests were reviewed and discussed. Some concerns were raised.
- b. **Action/Decision: Renee:** Reach out to Liz regarding her submission.

II. Topic/Question: Designating a Transfer Liaison to System

- a. **Data/Discussion:** SUNY has requested that every campus identify a Transfer Liaison to serve as a primary point of contact to the newly formed SUNY Office of Transfer and Articulation. This person will be charged with helping disseminate policies and ensuring that transfer initiatives and best practices are shared and communicated with all key stakeholders on their campuses. The individual should have expertise in transfer-related matters with an existing role in transfer support or leadership. Peggy mentioned that many campuses are appointing the Registrar as this liaison.
- b. **Action/Decision:** It was decided that Sharon will serve in this role.

III. Topic/Question: New Hire Process

- a. **Data/Discussion:** Concerns have been raised regarding the “new” version of the New Hire Process.
- b. **Action/Decision: Peggy:** Bring concerns to President's Cabinet tomorrow.

IV. Topic/Question: Wait List Capacity

- a. **Data/Discussion:** Sharon indicated that while we have agreed to set the cap on the wait lists from 8-12 for fall and spring, should we keep the wait list cap the same for winter and summer as well.
- b. **Action/Decision:** It was decided that to keep things consistent, wait list caps will be 12 for summer and winter as well.

Provost's Cabinet

Agenda/Action Items

Date/Time/Location: March 11, 2025 / 9:00 – 11:00 a.m. / MAC 620

Attendees: Renee Campbell, Peggy De Cooke, Michael Newtown, Kenneth Rhee, Michele Snyder

I. Topic/Question: Permanent Schedules Review

- a. Data/Discussion:** The preliminary permanent schedules were reviewed and discussed. Duplication of electives particularly in the service programs, and programs that are too prescriptive were identified as concerning. Better advising and the staggering of courses to fit the needs of students while still being efficient is what should be considered when making further revisions.
- b. Action/Decision: Deans:** Reach back out to Chairs with the concerns discussed for further revisions. **Renee:** Add this back to our March 25th Provost's Cabinet for a second review.

II. Topic/Question: Sabbaticals

- a. Data/Discussion:** An ad hoc committee put together a policy regarding sabbaticals and it was reviewed. The question arose as to whether we have a policy or guidelines already in place for sabbaticals, as these have been done over the years.
- b. Action/Decision: Renee:** Check to see what our current policy is on sabbaticals.

Provost's Cabinet

Agenda/Action Items

Date/Time/Location: March 4, 2025 / 9:00 – 10:00 a.m. / MAC 620

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

I. Topic/Question: Advising Model Follow-Up

- a. **Data/Discussion:** Questions that will hopefully be answered after today's Advising Model meeting this afternoon are how we are determining the number of advisees for faculty, what do we do when we are maxed out in a particular discipline, how do we distribute those students to make sure they are being serviced properly, and how do we ensure fairness in workload. A policy needs to be codified.
- b. **Action/Decision: Peggy and Michele:** Will report back on how today's meeting goes.

II. Topic/Question: Campus Assessment Afternoon

- a. **Data/Discussion:** A proposal was discussed for replacing the first school meetings of the fall semester after State of the Campus with an assessment afternoon instead to encourage maximum faculty engagement because once the semester begins, it is difficult to find a common time where faculty are available. Workshops, guest speakers, training, and other opportunities for the day were suggested.
- b. **Action/Decision: Renee:** Let Kirk know the Deans are fine with this plan and let Michaela know so she can include that information in her opening events correspondence.

III. Topic/Question: Summer Starts

- a. **Data/Discussion:** Melissa is advocating to allow summer admits into majors which currently do not have summer start programs; this would be on a case-by-case basis. She recognizes that there are bigger issues to consider such as financial aid eligibility and course offerings relevant to the program during the summer. We do offer enough general electives to give students a start in summer which could possibly satisfy a requirement, even if it is not a requirement in the major. While these concerns likely would not be problematic for part-time students, it could be more difficult for full-time students who need to carry a full-time schedule during the regular terms. Given all that however, a summer start would allow more flexibility for students, particularly our non-traditional students. Permanent schedules would also help with degree planning for this. Melissa mentioned that we do not need State Ed permission for offering different start dates, and her office has been tracking students interested in a summer start. The Deans are fine with Admissions investigating summer admits on a case-by-case basis.
- b. **Action/Decision: Melissa:** Share summer tracking information with the Deans.

Provost's Cabinet

Agenda/Action Items

Date/Time/Location: February 25, 2025 / 9:00 - 10:00 a.m. / MAC 620

Attendees: Renee Campbell, Peggy De Cooke, Michael Newtown, Kenneth Rhee, Michele Snyder

- I. Topic/Question: Anticipated Hires Review**
 - a. Data/Discussion:** The anticipated hires requests were reviewed and discussed.
 - b. Action/Decision: Renee:** Adjust the requests and prepare copies for review by the President's Cabinet. **Peggy:** Ask Micheala to include this on this week's President's Cabinet agenda.

- II. Topic/Question: Draft Policy Course Caps & Overloads**
 - a. Data/Discussion:** The draft policy was reviewed and discussed. Some questions arose, but for the most part there were no objections.
 - b. Action/Decision: Peggy:** Will address the questions tomorrow during her meeting with the President. **Peggy:** Respond to Sharon regarding increasing the wait list to 12 students in the workflow.

Provost's Cabinet

Agenda/Action Items

Date/Time/Location: February 11, 2025 / 9:00 – 11:00 a.m. / MAC 620

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

Guest: Liz Brown

I. Topic/Question: New BOCES Proposal

- a. **Data/Discussion:** Liz discussed a new proposal from St. Lawrence-Lewis BOCES. They are looking to expand their New Visions Programs and would like to partner with SUNY Canton, as Canton is centrally located to all 18 school districts. This would be a new extension site for BOCES and would be open to all 18 districts in St. Lawrence County. New Visions is a one-year program, whereas CTE is a two-year program for trades where the pathway doesn't necessarily lead to college. New Visions is directed towards the higher performing high school seniors. Buses would drop off and pick up at students to and from SUNY Canton, and they would be on campus from 9:00 – 1:00. We would have to provide classroom space and guest wi-fi. Their equipment would be kept in a locked instructor station. They would provide us with a space rental fee, laptops and storage for student use, a locked supply cabinet to hold books and instructor items, and classroom desks, etc. Liz provided packets of potential programs for the Deans to review. This gives us some opportunities, such as concurrent enrollment courses built-in to each program. BOCES would pay for the concurrent enrollment cost and courses would align to what is needed for admission to SUNY Canton programs as a pathway to college. Students would feel integrated into the campus because they are here. They are hoping to get the Health and Medical program up and running for the fall. The immediate concern is space, as Payson will be offline for the fall, 2025. However, the Deans are supportive, and we will see if we can find some space to begin this fall.
- b. **Action/Decision: Liz:** Bring this to President's Cabinet so the discussion of space can be addressed.

II. Topic/Question: Permanent Schedule

- a. **Data/Discussion:** No overloads will be processed until every program has a permanent schedule in place.
- b. **Action/Decision: Sharon:** Put together a template to share out the Deans to assist the Department Chairs with this.

III. Topic/Question: Faculty Counts by Type

- a. **Data/Discussion:** Sarah shared IPEDS data with the group.
- b. **Action/Decision:**

Provost's Cabinet

Agenda/Action Items

Date/Time/Location: February 4, 2025 / 9:00 – 11:00 a.m. / MAC 620

Attendees: Renee Campbell, Peggy De Cooke, Melissa Evans, Michael Newtown, Kenneth Rhee, Michele Snyder, Sharon Tavernier

Guests: Suzanne Davis

I. Topic/Question: Spring 2025 Triage Debrief

- a. **Data/Discussion:** Melissa explained that triage starts approximately week and a half before classes start. Admissions turns the application off on Sunday, the day before spring classes start. She explained that the triage process is complicated from start to finish, as there are so many components. It was agreed that our triage process may need a revisit, and things that work well along with suggestions to improve were discussed. This would be a part of a larger conversation with other offices involved.

Things mentioned that are working well:

- Having all pertinent offices working together in the One Hop Shop that day works well so students do not have to run around campus for assistance.
- The email that came from Amanda Crump was helpful, but next year perhaps should go to the entire faculty and staff list serve in case someone would like to volunteer to help that day.
- Sending postcards instead of letters to students with relevant information gives the chance that a parent will see it and it won't get ignored.

Suggestions for improvement:

- A one stop concierge service was brought up again, where someone with knowledge of all pieces could be available to assist students with everything all at once.
 - Work with Student Affairs to implement a parent network portal in which parents can communicate with SUNY Canton. NOTE: There is quite a bit of non-FERPA, general information that we can share with parents.
 - A linear process could be created so students can easily navigate their steps and see their progress via a percentage completion bar, so they know how far along they are.
 - More summer start programs would be helpful, so students who need to be deferred don't have to wait until the fall to start.
 - A parent Facebook page.
 - Bringing back a summer orientation, with face to face or virtual options.
- b. **Action/Decision:** It was decided that the Deans' Office staff do not need to be available on the Sunday prior to the start of spring classes. **Peggy:** Raise the idea of a concierge service with President's Cabinet.

II. Topic/Question: 20% Salary Cap for Faculty

- a. **Data/Discussion:** The Human Resources Office sends the Deans a list of faculty who are over the 20% salary cap. This happens sometimes in the spring, due to faculty teaching during the winter term (as winter counts towards the cap), or faculty teaching in one of the other schools or teaching FYEP. The faculty member's Dean is not aware because they are not seeing the extra service form to sign off on it.
- b. **Action/Decision:** **Peggy:** Speak with Chad at your next meeting and let him know that for full-time faculty teaching FYEP, the extra service forms need to go to the appropriate

Dean first. **Deans:** As per a directive in December 2023 by the President, programs need to be creating a permanent schedule. Extra service requests will not be approved until a permanent schedule is in place.

Provost's Cabinet

Agenda/Action Items

Date/Time/Location: January 28, 2025 / 9:00 – 11:00 a.m. / MAC 620

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

Guests: Elizabeth Brown

- I. Topic/Question: STEAM (Science, Technology, Engineering, Arts, and Math)**
 - a. Data/Discussion:** Liz shared materials and discussed 'STEAM' and the Drone and Computer Technology pathway between Madrid-Waddington Central School District to SUNY Canton. Liz explained how this program differs from BOCES as with STEAM, more topics are covered. Students earn more college credits because courses are broken down by periods, thus enabling students to take more dual enrolled courses in their pathway to college. With this proposal with M-W, beginning in Fall 2025 there would be 20 seats for 11th graders and 20 seats for 12th graders. The idea is to move students through to ultimately coming to SUNY Canton for college, and marketing it as such. This pathway would be the first step in building a 9th-12th grade pipeline of students needed for submission of the "Early College in High School" grant proposal that opens every 4 years and would provide financial assistance in offering dual enrollment and concurrent enrollment classes. This has been approved by the President's Cabinet, and the Deans support the initiative.
 - b. Action/Decision:**
- II. Topic/Question: Student Photo IDs & UCanWeb / RooSuccess**
 - c. Data/Discussion:** A conversation regarding incorporating photos into electronic tools such as UCanWeb and RooSuccess ensued. Sharon wants to ensure that person we are servicing is the actual person.
 - d. Action/Decision: Sharon:** Continue to explore making this an option and let the group know if something feels uncomfortable.
- III. Topic/Question: Indirect Cost Distribution**
 - a. Data/Discussion:** The Deans discussed a starting point to share with the Directors and Department Chairs at the meeting in February. Suggestions were made.
 - b. Action/Decision: Renee:** Add this topic to the February Provost – Director/Chair meeting agenda.

Provost's Cabinet

Agenda/Action Items

Date/Time/Location: January 14, 2024 / 9:00 – 11:00 a.m. / MAC 620

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

Guests: Lenore VanderZee and Rebecca Snyder

- I. Topic/Question: Grants – Adaptive Learning Systems and Intelligent Tutoring Systems**
 - a. Data/Discussion:** Ken was reading articles about Artificial Intelligence, and they referred to two these two systems. He was researching them and feels they could change the way we interact with students, and wondered if this is something we might investigate for the future. The advantage of an AI tutor is they may be accessed anytime, 24/7, whereas a face-to-face tutor is not. Sarah indicated that she knows a little about this due to a SUNY committee she sits on through SUNY IR. She suspects SUNY may already have a plan and some vendors in mind and she offered to try and find out where the discussions are in the pipeline. She will also try to find out about any funding for campuses, if that has been discussed. Johanna mentioned that she would like to see some research on how this compares to face to face tutoring.
 - b. Action/Decision: Sarah:** Share any findings with the group. **Ken:** Send Johanna information on this.

- II. Topic/Question: Follow Up: Deans' Office Support Staff Using Slate**
 - a. Data/Discussion:** Melissa informed the group that they are working on this and plan to have a brief training for the staff on how to use Slate. Ken talked with his Chairs about this as well and wondered if there was a way for them to access information as well. RooSuccess was again suggested, as faculty do not have access to Banner. Melissa and Sharon met with Information Services to discuss options for one platform to store information where most people have access. They will keep the group posted.
 - b. Action/Decision: Melissa:** Let Kyle Fennell will reach out to the Deans' staff for training.

- III. Topic/Question: Policy for Processes of Allocation**
 - a. Data/Discussion:** Lenore and Rebecca shared the new campus policy which applies to the recovery and distribution of Indirect Facilities and Administrative (F&A) costs related to external grants awarded to SUNY Canton or the Research Foundation. A breakdown of the policy was discussed. They informed the Deans and Peggy that the policy has been approved and put in place, however a process still needs to be decided upon for allocating and distributing these funds.
 - b. Action/Decision: Deans:** It was decided that the Deans will draft a document that will be reviewed and discussed at our next Provost's Cabinet meeting. It was also decided that the Deans and Rebecca will attend the February 12th Provost & Director/Department Chair meeting to share out the document with the faculty and solicit feedback. **Renee:** Send an invite to the Deans and Rebecca.

Provost's Cabinet

Agenda/Action Items

Date/Time/Location: January 7, 2025 / 9:00 – 11:00 a.m. / MAC 620

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

- I. Topic/Question: Dean's Symposium Discussion**
 - a. Data/Discussion:** The final Deans's Symposium schedule was clarified.
 - b. Action/Decision:**

- II. Topic/Question: Fall Schedule (w/Payson Offline)**
 - a. Data/Discussion:** The Chairs have seen the Spring schedule and made their edits for round one. Registrar's Office has made changes and sent them back to the Chairs and open for round two, which is due on January 17th. Sharon reported that there has not been pushback for what was proposed with the closure of Payson Hall, and that she has moved everyone where needed, and has looked at Degree Works to ensure students are getting a reasonable schedule. Deans are welcome to go into EMS for final tweaks.
 - b. Action/Decision:**

- III. Topic/Question: Update on Honors Convocation**
 - c. Data/Discussion:** Mike inquired about the plans for Honors Convocation this year. Peggy indicated that nominations were solicited, a person was selected and has enthusiastically accepted! There have been discussions with the Student Affairs side of the house to revise the program somewhat this year, but there has not been a plan put in place yet.
 - d. Action/Decision:**

- IV. Topic/Question: Learning Commons New Librarian**
 - a. Data/Discussion:** Johanna reported there is a new Outreach and Instruction Librarian and any faculty contacting the library for information literacy courses should reach out to him. His name is Ben VanTol.
 - b. Action/Decision:**

- V. Topic/Question: Support Staff in Dean's Offices Using Slate**
 - a. Data/Discussion:** Melissa suggested that the support staff in the Deans' Offices blind copy the Slate email address when responding to new transfer students with registration codes and possible schedule options. Once the students get emails from the Deans' Offices, the students call admissions and the admissions staff does not have knowledge of course suggestions or the registration codes, so they need to reach out to the Deans' Offices. This would simplify and provide better customer service to students if they were copied on the email so there is a record of what the student was told without having to do that extra step of reaching out to the Dean's Office first. Sharon also would like something similar done in RooSuccess so that more people have access to the information, providing consistency. She mentioned that this would not be as easily done as blind copying Slate. Renee suggested perhaps the Deans' Offices could also blind copy the Advising email address. Mike suggested a mass integration of software so that everything is in one place. This would entail bringing several other offices into the

conversation. There were concerns raised of also sharing too much. Michele would like to have a conversation about our advising model here at SUNY Canton, as this came to the forefront when we were advertising for a full-time SHCJ advisor, which changes the dynamics of what we are doing in advising and how we are approaching advising.

- b. Action/Decision:** For the short-term solution, the Deans' Offices will blind copy the Slate email address in correspondence to new transfer students. **Melissa:** Share the Slate email address with the Deans' Offices. **Deans:** Communicate this to your staff. **Sharon:** Organize a list of attendees for the larger discussion and work with Renee to schedule something. **UPDATE: Sharon spoke to Chad Brown who liked the idea of including the Advising Office as a blind copy. Please adjust your processes to also include Advising.**

VI. Topic/Question: Spring Numbers

- a. Data/Discussion:** We are behind in commitments for spring. Students are not depositing, or they have holds such as missing transcripts which is preventing Admissions from making decisions. Melissa mentioned that she has come up with an active plan in focusing on our larger majors where we are behind in deposits and currently has been working on joint admissions with Suffolk Community College for Health Care Management. She explained that joint admission means if you apply to one college, you are automatically accepted to the other without going through the admission application process, which is one step less the student needs to do. Melissa mentioned that the research she is doing is market research and we are losing enrollments because SUNY is allowing other programs at other institutions to pop up. Suffolk had started a Health Care Management programs a couple of years ago and has a healthy enrollment right now both online and face to face. She mentioned articulation agreements seem to be the basis for many of the joint admissions agreements. Another program she will be looking at is Cybersecurity. Currently Admissions is working on reaching out to students who are at different stages of the process, be it non-deposits or missing documents.
- b. Action/Decision:**

VII. Topic/Question: Final Grade Submission

- a. Data/Discussion:** Faculty have asked about the reason for the quick turnaround for final grade submissions. Sharon indicated that they have 72 hours from their last final exam to submit final grades. There must be a relatively quick turnaround because many things hinge on final grades, such as grade review of suspensions and academic recovery, Dean's/President's Lists, off-term sessions, financial aid and implications of student aid, etc. These reports need to be run, and we only have a short period of time to do all the work that follows. As the academic calendar is done through a governance committee, it was recommended that complaints be raised there.
- b. Action/Decision:**