Provost's Cabinet Deans Only
Agenda/Action Items
Date/Time/Location: January 20, 2026 / 9:00 – 11:00 a.m. / MAC 620
Attendees: Renee Campbell, Peggy De Cooke, Michael Newtown, Kenneth Rhee, Michele Snyder

I.   **Topic/Question: 3-Year Course Outline Updates**
   a. **Data/Discussion:** To clarify the process. Michele indicated that they track their 3-year course outline updates in her office. They no longer use the course outline shared drive that was set up when these were first being done. Each school is to be updating their courses every 3 years; non-substantive changes go from the Dean/Director of Assessment directly to the Registrar and Public Relations for updates. Substantive changes go through the governance process.

   Schedule going forward: SHCJ – 2025-26. SBLA – 2026-27. CSOET – 2027-28.

   b. **Action/Decision**: Renee checked with Sharon and Travis to see if they pull from the course outline shared drive for updates or anything else. They do not. It was decided that that shared drive will be removed. **Renee:** Reach out to Help Desk to remove the shared drive.

II. **Topic/Question: Wait Lists and New Sections**
   a. **Data/Discussion:** Concerns were raised regarding the wait lists and new sections, as the Deans do not feel that they are necessarily accurate. Some students are on the waitlist but end up not taking the class; so now we have opened another section for a small number of students. One suggestion was 2 weeks before the start of the semester check to see how many students have paid their bill. Or look at the trend data at census to determine a pattern. The McKean Report sent from the Registrar at census would provide that kind of data so that we are not running classes with such low enrollments.
   b. **Action/Decision**: **Renee:** Ask Suzanne and Sarah if there is a way to compile the data number and distribution of students who are in danger of being dropped for not paying their bills. If the data can be shared the week before classes start, we can use that information for scheduling purposes.

III. **Topic/Question: Permanent Schedule Review Process**
   a. **Data/Discussion:** A strategy for an annual or bi-annual review of the permanent schedule was discussed. As this is the first time we have had a permanent schedule, we have not talked about modifying it; there are areas where there is still work needed.
   b. **Action/Decision**: It was decided future modifications of the permanent schedule will be left to Deans' discretion to ensure we are where we need to be.

IV. **Topic/Question: Adjunct Assignments**
   a. **Data/Discussion:** We have consolidated quite a few courses, which has resulted in some unhappy adjuncts.
   b. **Action/Decision**: Going forward, data trends will be looked at for uncertain courses and designated as TBA until we know for sure if the course will run or if we need to assign it to full-time faculty instead in order for them to make load.

V. **Topic/Question: Academic Momentum Campaign**

   a. **Data/Discussion:** Our Academic Momentum plan is due to SUNY on February 5th. Regional summits took place at the beginning of December, and we had a retreat last week with the planning committee, which was very productive. We centered on three big ideas: looking at FAFSA completion is our easy metric, instituting completion grants as innovation, and our big one is working with gateway courses for retention. The planning committee looked at majors and math competencies. We are looking to move away from MATH 106 and dismantling some of the pre-requisites we have in place and adjusting competencies in particular majors. Peggy will be talking about this at school meetings and College Assembly. To advance this effort, Peggy would like a volunteer program at each school. This will be a friendly conversation with faculty, in looking to make a substantive change. Peggy recommended some programs.

   b. **Action/Decision**: **Deans:** Look at program outcomes and match the math content they have. Decide which programs would best fit this endeavor. **Peggy**: Once she has her check-in call with our SUNY liaison, she will let the Deans know when the information is needed.