

## **Deans' Cabinet Action Items – January 4, 2012**

**Admissions w/Nicole Campbell** – Pool of students who are qualified to enter our college, but not the four-year program they requested. **Nicole** – Work with Deans' Cabinet for each specific student. Admissions letter will state conditions. **Deans** – Notify Nicole if there is any specific data (application rates, yield rates, acceptance rates, paid deposits) that you need.

Ending Late Admission – Nicole will look at data to see how to proceed. **Sarah/Nicole** – at next meeting have data available to answer question about late admission.

**How to handle waitlists prior to beginning of spring semester** – Pam will provide a spreadsheet to the Deans so they can determine if additional sections should be added or ask instructors if they would take additional students in over the cap. **Pam** – send the spreadsheet to Deans and Carli. Set a date for making decision on expanding course offerings.

**Students who failed to meet pre-requisites** – Pam will send pre-requisite spreadsheet to Deans. **Deans-Offices** will send out emails to students whose schedules have been changed because student failed a pre-requisite. **Registrar's Office** – will drop all courses from student schedules who didn't meet pre-requisites and add imputed credit course.

**Winter Office Coverage** – A number of calls were received by the Student Service Center and Registrar's Office. Should we consider keeping the deans' offices open too? The Help Desk and Library may have to re-think when they're open too. **Pam** – check on the nature of the questions. **Carli** – address at a VP meeting.

**Suspension Process** – Change the process to make it more of a whole student approach. Is midterm intervention taking place? During pre-scheduling, advisors discuss next semester classes and midterm grades with their advisees. Formal communication/intervention letter needs to be sent to the student after midterm grades. Automated list will be in place for Spring 2012.

**Academic Probation** – Advising Center (Sharon Tavernier) and Molly will oversee academic probation. Molly will also be hiring someone for 10-15 hours a week on temporary service to assist with contacting students. **Molly** – will provide a flowchart on academic probation.

**Budget Planning Meeting – January 11<sup>th</sup>** – **Deans** – Bring spreadsheets and tiers which include priorities: Tier 1 – what you need just to operate (basic budget), Tier 2 – what you would like – addition to Tier 1, more robust, and Tier 3 – what would you like – include wish list items. Check with your Department Chairs to see what they need. Should include personnel and OTPS figures.

**Mapping SLOs and Process/Infrastructure** – Course outlines need to be changed to include campus SLO's. Add section to the outline – **Carli** – needs to go to the Curriculum Committee – add to January 30<sup>th</sup> agenda. Once course outlines are updated they need to be scanned and uploaded by school offices to webpage.

## **Deans' Cabinet Action Items – January 24, 2012**

**Streamlining Admissions Process – Sandy** – Reschedule with Nicole Campbell for an upcoming meeting.

**Office Relocation for Shannon Drowne and Yulan Wang** – an office has been set up in Nevaldine for Shannon Drowne and Yulan Wang will move to FOB 514.

**Readmitted Students Being Placed on Academic Probation by Admissions – Sandy** – Invite Nicole Campbell to an upcoming meeting to discuss.

**Library project/faculty input – Deans – FYI** – the Library will be weeding out the compact shelving area in February. An email will be going out to faculty soon asking for their input.

**Due dates for course demands – Deans** – Course demands will be due to the Registrar as follows: Fall 2012 – due on February 17, 2012; Winterterm 2012 – due on June 1, 2012; Spring 2013 and Summer 2013 – due on September 14, 2012. **Pam** – will distribute to the deans the course listing for Summer 2011, Fall 2011, Winterterm 2011, and Spring 2012.

**Transcribing 100 level courses as 300-level courses – Sandy** – Add to next weeks' agenda.

**Review of Dept. Chair/Program Director/Curr. Coor. Revisions** – Carli met with Dave Butler and Kathy Falchetto to discuss revising these positions. **Carli** – email the updated version to the Deans for their review.

**Review of Probation Flow Chart – Molly & Carli** will meet to continue working on the chart.

**Articulation Agreements** – Karen Spellacy and Carli will reach out to faculty in our four-year programs to build relationships with other campuses.

**SUNY Undergraduate Showcase** – will be held on February 29, 2012 in the Legislative Office Building in Albany. This event will bring together some of SUNY's most talented undergraduate scholars. **Deans** – Forward Carli the names of students interested in participating by Friday, January 27<sup>th</sup>.

**CSEA and Scantron Grading – Carli** – will address this issue at an upcoming Labor Management meeting.

**MTS System – Sandy** – Add to next week's agenda and invite one of the programmers to attend.

**Program Review Update** – Sarah distributed data that will be made available to anyone completing an Assessment in the Major. **Deans** – Contact Sarah if you have any questions.

## Deans' Cabinet Action Items – January 31, 2012

- I. **Advising Survey Results and Trends – Sharon Tavernier** – Send electronic version to Deans – Provide statistics by program/by school
  - a. Numbers are up—for those who took the survey
  - b. Comment review
  - c. How to share the volume of advising needs?
  - d. Disconnect between pre-scheduling and advising
  - e. What about those students who don't pre-schedule?
  - f. Is there language on the pre-scheduling form that tells them to schedule online?
  - g. Can we advise ahead of time? How do we encourage this to happen with faculty?
  - h. Orientation—advising 101?
  - i. Starting Mon., April 16<sup>th</sup> students will be able to meet with their advisors to determine what they will be taking next semester. Starting Mon., April 23<sup>rd</sup>, students will be able to preschedule on UCanWeb.
  - j. **Deans** to turn in course demands to the Registrar by **Fri., February 17.**
- II. **Transcripting 100-level courses as 300-level courses**
  - a. We cannot accept this—Dean's Office notified.
- III. **Program Report Cards are being developed by Sarah**
  - a. Program report cards have been drafted for the programs completing assessment in the major this year. These report cards will be used internally and will eventually include faculty/student ratio (ft/pt), faculty/equipment costs, grant dollars awarded, etc.
- IV. **New Online Courses – Molly** – invite Heather to an upcoming Deans' Cabinet meeting.
  - a. Heather Tate—deadlines, review teams.
  - b. Be Pro-active with meeting these deadlines.
- V. **Academic Equipment Replacement Money**
  - a. Theresa will provide the computer replacement cycle
  - b. New hires—upcoming dean's cabinet meeting—review Theresa's list.
  - c. Smart Board—department meetings—classroom (\$5000)—classroom committee
- VI. **Budget/Temp Services Monies—planning**
  - a. Challenge deans to propose—staffing plan –get another meeting set with just deans.
- VII. **Canton Completion Initiative** – Movement towards re-naming
  - a. Next meeting on Thursday – expand to include the faculty in the 2<sup>nd</sup> phase
  - b. Will be discussed at an upcoming Faculty Assembly
  - c. Course demands that are due on February 17<sup>th</sup> need to include this initiative
- VIII. **Information Management – GER 12**
  - a. Will be reaching out to writing intensive courses to complete this GER.
  - b. **Sandy** – send Writing Intensive listing to Deans

IX. **Streamlining Admission Process** – Nicole

- a. **Sandy** – Invite Nicole to an upcoming Deans' Cabinet to discuss -
  - i. Who gets the final say who gets admitted to the university
  - ii. Athletics
  - iii. Accepted students in academic affairs – How does Admissions fit in?
- b. Nicole distributed admission numbers for fall.
  - i. **Pam** – update Program names on Banner

X. **MTS – Moving Towards Success** – Tess Murphy

- a. Output needs to be more user friendly – reformatted in an Excel format. Information to include: Student Name, Student ID #, Type of notification, Notification date (which is basically activity date), Instructor, CRN/Class Name, Advisor
- b. Want this system to work so students stay and succeed.

## **Deans' Cabinet Action Items – February 7, 2012**

- I. Use of research for external purposes** – Any research should be approved by the appropriate Dean first before proceeding to the application process through the Institutional Review Board (IRB). The IRB application manual needs to be updated and revised. **Carli** – will address at Faculty Assembly meeting on Friday, February 17<sup>th</sup>. **Sandy** – add to future agendas.
- II. Summer Course Credit Hour Limit for summer session 2012** – three summer sessions will be held during 2012 (one-8 week, and two 5-week sessions). SUNY Canton degree students may enroll in a maximum of twelve (12) credit hours during the summer session. Students may not enroll in more than two courses (7 credit hours) in a single five-week session. Non-degree students may not enroll in more than 11 credit hours at any time.
- III. Grade Change Forms – Deans' offices** – make sure the forms are filled in correctly before sending them to the Registrar's office.
- IV. Attendance Policy/Absences** – Carli distributed the current Absence/Attendance policy found in the Student Handbook on Page 12. **Deans** – Contact your department chairs and faculty to determine if our faculty are still in agreement with the policy. **Sandy** – Add to next week's agenda to re-visit.
- V. Brown Bag Presentations** – Since John Nixon's retirement, another coordinator needs to be identified. Presentations will be scheduled this semester.
- VI. Affiliation Agreements – Deans** – Review the information Carli sent out on Sunday concerning Clinical and Non-Clinical Affiliation Agreement Updates. These contracts are used for SUNY's clinical affiliations and non-clinical placements for students in required training programs or internships. **Sandy** – Contact Shawn Miller to insure that our campus affiliation agreement has been updated.
- VII. Conference - 3Ts 2012: Engaging Students with Transliteracy, Technology & Teaching** – Friday, March 16, 2012 – 8:30-4:30 p.m. at University at Albany – Registration Fee - \$35.00 - **Sandy** – Send notice to Deans for distribution.

## Deans' Cabinet Action Items – February 21, 2012

- I. **Summer and Winterterm Loads** – Standards are set by New York State and the Office of the State Comptroller that must be followed. During the period of obligation, which is from the first faculty meeting in the fall to the last meeting in the Spring, faculty cannot make more than 20 percent of their salary in extra compensation. Winterterm is part of this period. Summer does not count since it is held during a period of non-obligation. Dr. Kennedy needs to seek approval from the Chancellor for any instance where a faculty member goes over 20 percent in extra compensation. **Betty** – will draft an email to be distributed to faculty and also present this information to an upcoming Faculty Assembly meeting.
- II. **Faculty Loads** – Develop a spreadsheet for all schools that will indicate what a faculty member is teaching for their regular load and overload. **Sandy** – Add to agenda for future meetings
- III. **Lecturer Position** – Lecturer/Visiting position has been used in the past for a short period of time – these positions are not meant to be permanent.
- IV. **Use of research for external purposes** – Faculty will work through their deans before proposing a project to institutional research.
- V. **Lost Adjuncts** – Adjuncts need more direction from their departments. **Molly** – send list of concerns/problems **Sandy** – Send link to the Adjunct Handbook to the Deans. **Deans** – send link to Adjuncts and Department Chairs for their use. Ask adjuncts where they are having problems or questions. Information that would be helpful for adjuncts includes: calendar of important dates, best practices used by departments.
- VI. **Courses at Fort Drum – SUNY Consortium** – Powersports classes are once again being held at Fort Drum. **Dave** – send Pam the email. Military/Veterans Coordinator position – Search Committee will meet on 2/23/12 to discuss.
- VII. **Probation and Suspension** – **Sandy** – Move to next week's agenda.
- VIII. **Attendance Policy/Absences** – **Sandy** – Move to next week's agenda.
- IX. **Scholarly Activity Celebration** – No structure or organization to it – no guidelines for students to follow. May recommend postponing event until next year after setting a theme in May that could be incorporated into campus events next year.
- X. **Impact of the fire** – thank you to all of those who came to the aide of everyone.
- XI. **Program Report Cards** – **Sarah** – will work with Dean's staff to meet with program faculty.
- XII. **Transfer Credit Process** – Pam and Nicole will be meeting with Deans' staff to tell them how the transfer process works. **Pam** – invite Carli to that meeting.

## Deans' Cabinet Action Items – March 6, 2012

- I. **Cook Hall Update** – Looking for workstudy students to clean many items that were retrieved from the building. Transportation is running smoothly so far. Plan is to reoccupy Cook by the end of the summer – the Deans' office will stay in French until they can move back to Cook by the end of the summer.
- II. **Attendance Policy/Absences** – Any feedback – The current policy is not working well and needs to be reviewed. **Deans** – give feedback by Tues., March 13th.
- III. **Academic Standing/Re-registration** – Our current policy needs to be reviewed. It has no wording for part-time students, only full-time matriculated students. Pam is looking at other 2- and 4-yr. tech colleges to get other perspectives. Part of the new policy will include an appeal process so the student has a process to follow if they want to appeal their suspension. Some other school's policies require if a student was suspended, they had to accomplish certain things before they could return. The new policy will include Academic Probation, Suspension, and an Academic Warning piece too. **Deans** - If you have any thoughts, please share with Pam. **Sandy** – invite Sharon to next week's meeting - finalize the proposed policy at Deans' Cabinet next week. Once finalized it will be forwarded to Academic Standards for discussion.
- IV. **Faculty Reappointments/Promotions – Deans** – All faculty reappointments/promotions need to be to the Provost's office by May 1 the latest. If the faculty member's portfolio is online, ask them to give Carli access as early as possible.
- V. **Timeline from CUSP – edits – Sandy** – send to deans electronically. If feedback or concerns, let Carli know.
- VI. **Budget and Purchasing Freeze** – Will there be access to our accounts after the system goes live after April 16<sup>th</sup>. **Carli** – ask Chris about availability of funds after April 16<sup>th</sup>. **Deans** – review 2/24 email from Terri Waldruff.
- VII. **Old Business – Faculty Load Spreadsheet – Pam** – send out 2012-13 annual schedule to Deans' Cabinet. **Dave** - mock up a spreadsheet to include what each faculty member is teaching (regular loads and overloads) plus could be used to generate C-2s at HR.
- VIII. **IRB** – next meeting will be held at 7:30 a.m. on Thursday, March 8<sup>th</sup>. They will be reviewing the SOS and looking at local supplemental questions. **Sarah** – distribute proposed local supplemental questions to the Deans for their review.
- IX. **Scholarly Activity Celebration** – SAC Committee meets tomorrow and will discuss possibly postponing until next year. Space availability has become an issue since the Cook Hall fire.
- X. **Lost Adjuncts** – talk to the adjuncts that are having problems.
- XI. **MTS** – Output from MTS – **Molly** will get an update from IS.
- XII. **Internship Compensation Policy – Carli** – Policy needs to go to Labor Management for their approval.
- XIII. **Deans' Cabinet – Everyone** - next week we will meet from 8:30-11 a.m.

## Deans' Cabinet Action Items – March 13, 2012

- I. **Class Caps** – A MOU was signed in 2005 with Union President Dave Butler, Provost Jeremy Brown and President Joseph Kennedy that states that online class caps will be determined through a consultative process with the Dean, Dept Chair and effected faculty member. In July 2010 Interim Provost Linda Pellett set class caps at: 100 and 200 level - 40; 300 and 400 - 30 and Writing Intensive – 25. Linda's decision was based on financial reasons and having consistency across schools on class caps. The campus is still bound by the 2005 MOU and the final decision resides with the consultation process between the Dean, Dept. Chair and Faculty Member. Class caps of 40, 30 and 25 is the default, but not locked in. **Linda** – work with Carli if there are any concerns in your school.
- II. **Policy for Withdrawn Students Returning for Additional Coursework** – Can a student who withdrew during a semester then return to campus and register for a second 7 week block class. No policy currently exists to address this situation. **Pam** – will draft up a statement to include in the Withdrawal policy and place on the Withdrawal form. Once a student withdraws they will not be allowed to return during that semester.
- III. **Online Non-Credit Courses** – **Sandy** – Invite Kyle Brown to next week's meeting to discuss.
- IV. **Revised Guidelines for Probation and Suspension** –

Requirements to re-register										
At end of semester		1	2	3	4	5	6	7	8	9
Good standing	Complete hours (earned hours)	9	18	27	39	51	63	75	90	105
	GPA required	1.25	1.5	1.75	2.0	2.0	2.0	2.0	2.0	2.0
Probation Range	Completed hours	3-8	9-17	18-26	27-38	?	?	?	?	?
	Cumulative GPA	0.50-1.24	0.75-1.49	1.30-1.74	1.5?-1.99	?	?	?	?	?
Suspension Range	Completed hours	0-2	or less	1 or less	2 or less					
	Cumulative GPA	0.49 or less	0.74 or less	1.29 or less						

### Guidelines for Probation

- Earned cum of .50 – 1.24 in the first semester.

Registrar to automate list of probation students based on Sharon's recommended table (see above) for re-registration at the conclusion of the semester once grades are posted and rolled. All students will be listed with their correct academic standing. Lists will be circulated to Deans, Provost, VP Student Affairs, and Sharon. Each advisor will be given their advisee list to determine any extenuating circumstances.

Finalized list will be sent from the Provost Office to VP Student Affairs. Student Affairs to send letters to probation students (review for academic suspension).

\*GPA / calculation of below 100 classes: another list to be run to ensure this from Registrar; Must pass remedial coursework.

### **Guidelines for Suspension**

- Not successful completion of probation contract requirements.
- Earned cum of 0.0 GPA in any semester (keep in mind that the total withdrawal population should not be here).
- Failure to meet re-registration requirements, 0.0-0.49, first semester.

Recession—if a suspension is rescinded, then they are on academic probation? Appeals Committee/Process? UCANWeb? (need to place in letter, student handbook, etc). **Molly and Pam** to review an appeals process.

Take to Academic Standards, Curriculum Committee, Faculty Affairs, Faculty Assembly, Student Government? School Meetings? Memorialize policy in college catalog.

Carli and Molly to review academic and suspension letters.

- V. **Attendance/Absence Policy** – The current policy is not working and needs to be more user friendly. What constitutes an excused absence? How should the campus deal with excused absences? Is the policy working for the campus? **Carli and Molly**  
- Bring up at Faculty Assembly on 3/23.

## Deans' Cabinet Action Items – March 21, 2012

- I. Clarify SLO Process thru Curriculum & Faculty Assembly w/Liz Erickson –**  
A shared network drive has been created with a folder for each school. All curriculum committee members, Charles Fenner, Travis Smith, and deans' office staff will have access to this drive. **Deans** - each dean's office will be responsible for collecting outlines for each program, placing the course outlines in a folder by course designator, and once all course outlines are completed for each course designator will complete a yellow cover sheet – and forward to Liz Erickson. This will be a temporary folder for this process and once Travis has updated the webpage, the network drive will be removed. A spreadsheet will be developed to include the SLOs for each course. Once the spreadsheet is complete, we will be able to track the SLO's and be able to tell what SLOs are included in each program. **Deans** – if anyone else needs access, let Theresa Corbine know. Also, send Liz the yellow cover sheet when all curriculum outlines are done and she will add those outlines to the Curriculum Co. agenda based on the due dates that have already been set. They will then be reviewed by the Curriculum Committee and then passed along to Faculty Assembly. **Liz** - notify Charles to remove the course outlines w/SLO updates from the 3/23 Faculty Assembly agenda. Mapping of SLO's by course will be done in late May by Deans' office staff.
- II. Transcript Update –** Pam distributed the back page of the current transcript. By changing the layout of the transcript from landscape to portrait, the campus will save money. **Deans** – please review the section on Accreditation of programs, add any that need to be added, and return to Pam. Mortuary Science accreditation should remain on the transcript since we have graduates who will be asking for their transcript and Mortuary Science was accredited in the past.
- III. Online Non-Credit Courses w/Kyle Brown – Carli/Molly –** If the campus wants to pursue this endeavor, a business model needs to be established and an ambitious coordinator and support person needs to be hired. The coordinator must be willing to do grant writing. This might be something that a person who is responsible for External Academic Affairs could handle in addition to high school programs. Online Learning and IT already support these initiatives. Banner would have to be modified, but it can be done. Another option would be to share these opportunities with SUNY Potsdam and their Continuing Education office since they already have this process established.
- IV. Faculty Preparedness to Teach Online –**Should we require our faculty to attend training prior to teaching online. All of the training will be on-campus or virtual. **Carli** – Review 2005 DL Agreement. Review new faculty appointment letter with Human Resources and possibly add a piece about training for online teaching. **Kyle** – At Faculty Assembly promote new training opportunities available to faculty. **Deans** – Encourage communication between Department Chairs and faculty (full-time and adjuncts) who need more assistance. A dedicated faculty member may be interested in mentoring new faculty. **Sandy** – Revise Adjunct Handbook to add a blurb about online teaching (Online Policies and Procedures).
- V. Summer/Winterterm –**There is a huge effort among Community Colleges to grow their summer and winterterm offerings. More online courses need to be developed

- and offered on our campus. **Kyle** – distribute a listing of courses that would be interesting to students.
- VI. MTS – Kyle** – Thank IS for the changes to the report. Review the proposed MTS reports and chat with IS to see if the correction (comment column alignment) can be made.
  - VII. Proposed Internship Compensation Policy – Sandy** – send policy electronically to Ken. Ken will make it into a readable document.
  - VIII. SUNY Plattsburgh CTE Conf. – Deans** – Distribute the announcement to your school faculty.
  - IX. Report Card Template – Dissemination & Next Steps** – Report Cards will be used for goals and objectives for next year. Post on Provost webpage and start with password protection. **Carli** – send report cards to Sandy. **Sandy** – send to Travis to post on Provost webpage.
  - X. PPM Revisions – Deans/Pam** - review for next week's meeting.

## Deans' Cabinet Action Items – March 27, 2012

- I. **SUNY Shared Services Steering Committee** – Carli attended the inaugural event on Mon., March 26<sup>th</sup>. Representatives on the committee include the Chancellor, Provost, Board of Trustee member, and members from the Technology Colleges, University Colleges, and University Centers. A timeline was not discussed. System is trying to move forward in a fashion that will save SUNY roughly 5 percent over the next 5 years that will be reinvested back into academics.
- II. **2012-13 Budget – 3/20 Email from Shawn Miller. Deans** – Prepare your 2012-13 budget requests on the spreadsheet that Shawn distributed. New positions need to be reflected in your narrative at the bottom of the spreadsheet. Also, add an asterisk in the temporary service column (with narrative added below) that shows how you plan to decrease temporary service funds and justify that we are doing more with less. Budget spreadsheets will be due and reviewed at Deans' Cabinet on Tues., April 10 at 8:30 a.m. Send electronically and by hard copy. **Pam & Sarah** – meet with Carli to discuss your office needs.
- III. **PSR Needs - Carli** – send to Deans the listing of positions needed that was discussed two months ago. **Deans** – Please review, update the list, and return to Carli ASAP so she is ready for Monday's VP meeting.
- IV. **Update from Dave – Faculty Load Spreadsheet** – Dave will develop the spreadsheet over Easter break.
- V. **Midterm Grades and Academic Probation Students** – After review of midterm grades, there may be a pool of students who have straight F's. If that is the case, after contact with these students' instructors, suspension may be recommended.
- VI. **Internship Compensation Policy** – Discussed two proposed compensation policies. **Ken** – will draft the policy and bring it back to next week's meeting.
- VII. **Policies & Procedures Manual (PPM)** –
  - a. **Courses Repeating** – Leave in PPM as is. Send to Academic Standards in September for their review.
  - b. **Credit Hours – First paragraph** - Pam – get the language from Carnegie Units. Second part of policy will remain as is.
  - c. **Graduation –Potential List** – Carli & Pam – Address this policy at the next Faculty Assembly meeting.
  - d. **Prior Learning – Credit** – Section B – Change of Major: Delete second and third sentences from policy.
  - e. **Program vs. Cumulative GPA – Graduation Requirements – Page 37-38 of 2011-12 College Catalog** – Carli – take to Academic Standards Committee.
  - f. **Areas to add** – Areas were assigned as listed below. Please prepare a blurb to be added to the PPM.
    - i. **Middle States** – Carli & Sarah
    - ii. **SLOs** – Carli & Sarah
    - iii. **UCanWeb** – Pam – blurb of what it is
    - iv. **CAPP** – Pam
    - v. **Advising Drop In Center & FYEP** – Molly
    - vi. **Honors Program** – Carli
    - vii. **OIE** – Sarah
    - viii. **Internships** – Ken
    - ix. **Academic Affairs** – Carli & Sandy

## Deans' Cabinet Action Items – May 15, 2012

- I. **Fall Textbook Adoptions – Carli** – Will discuss w/VP Group – possibly consider shared services w/other campuses. **Deans** – remind your faculty who need to respond to the Textbook Center request
- II. **Faculty Portfolios** – still need a number of them – **Deans** - all outstanding faculty portfolios need to come to the 6<sup>th</sup> floor soon –
- III. **Area Updates** –
  - a. **Commencement** – **Sandy** – forward the script to the deans
  - b. **Interim Provost** – Karen Spellacy will be appointed Interim Provost and will start to shadow Carli within the next couple weeks
  - c. **Interim Dean** – Maureen Maiocco will be appointed interim dean for the School of Business and Liberal Arts with a national search beginning in the fall.
  - d. **Presidency search** – no word yet from SUNY –
  - e. **Reflections on Deans' Cabinet** – what to do differently? –
  - f. **Cook Hall** – Hopefully we should be back in the portions of the building that were not damaged by the fire by August 1<sup>st</sup>. A few areas have been changed – Early Childhood will be moved to the other end of Cook Hall (old Med Lab area), the Chemistry Lab will be in CH 205 (old Science Tutoring Center and the Tutoring Center will remain in the Library), and the Advising Center will move to the Campus Center. The Dean's office space will also be renovated to best fit their needs. The burned area will be renovated – because it cost less to repair it then to remove it and the first floor will become the Funeral Services Administration area – CH 116 will remain. Funeral Services needed a renovation plan for their self study/accreditation. The old Chemistry labs on the second floor will become classrooms – two rooms back/back tiered to fit 48 students. These renovations are scheduled to be done by Summer 2013.
- IV. **Budget** – Carli and Sandy meet w/Chris and Shawn tomorrow. C-3s for Lecturer positions will be decided tomorrow. Send an update on using the remainder of this year's budget. **Linda** – complete C-3 for Political Science lecturer position.
- V. **Middle States Draft - Deans** – read the Middle States draft – found on Angel – and we will discuss in a couple weeks.
- VI. **Faculty Load/C-2 Spreadsheet draft** – Dave presented a draft of the faculty load/C-2 spreadsheet.

## Deans' Cabinet Action Items – May 30, 2012

- I. **Software Survey** – Deans encourages faculty to participate/complete the survey.
- II. **Strategic sourcing – Deans - Reminder – adhere to strategic sourcing procurement – See 5/28 email from Beth Martin.** Grant – there should be a checklist for all grants and other resources that the college needs to contribute to make the grant work.
- III. **Applied Psychology** – The checksheet for the program has to be reviewed by the Curriculum Co. Certain areas need to be addressed by Stephen Ledoux and John Nixon's input is necessary. The checksheet needs to be worked on over the summer and the faculty understand what the ramifications are for the students. **Maureen** – follow up mid-July with John Nixon and Stephen Ledoux. **Maureen** - Process paperwork to hire a full time temp for the year to replace Wayne Nadler.
- IV. **End of the Year Reports – School of Science, Health, & Criminal Justice** – Most have been turned in and the remainder are expected by the end of the week. **School of Business & Liberal Arts** – Nothing from LAGS at this point. Goals and objectives for next year - recommendation is for the dean and department chairs/program directors to review. **Canino School of Engineering Technology** – A few reports are in, many more needed. **Deans** – Send overall school report to Carli electronically as soon as it is complete. Her report is due to Dr. Kennedy on July 1<sup>st</sup>.
- V. **Cook Hall** – Occupancy date has been changed to August 15<sup>th</sup> – Need to be in by the first day of classes – August 20<sup>th</sup>. Contingency space may need to be determined. **Carli & Sandy** - Office analysis of FOB.
- VI. **Middle States – Mock Review Site Visit – Comments** – Good exercise, JD organized all of the recommendations into what he needs to fix, what needs to be fixed by areas, and what needs to be fixed by the Steering Co. VPs will be invited to join a Steering Co. meeting on certain sections. Next Steering Co. meeting will be held on Thurs., June 7<sup>th</sup> from 10-12 noon.
- VII. **Summer Plans** – What needs to be accomplished this summer – WI Task Force, SLOs defined and rubrics, CCC Task Force, Faculty Lecture Series, Review Institutional Scorecard, Review Webpages, Academic Appeals Process, Shared Services and IT Integration, Middle States, Articulations, High School Outreach (Carli – reach out to Chris concerning BOCES DL Tuition), Debrief – Honors Convocation, SAC, Deans' Cabinet, Grade Review Process and Re-registration Policy, Faculty Load Process and Tracking – Annual Glance, Annual Schedule Building, New Faculty/Adjuncts, Online Exp., Definitions – under prepared students
- VIII. **Middle States – Sarah** - IPEDS graduation rate – make sure it is corrected; Career Services data – at graduation and 6 months out – needs to be addressed.

## **Deans' Cabinet Action Items – June 27, 2012**

- I. Credit for Life Experience – Deans** - Policy exists and will be used to determine credit for life experiences.
- II. Director/Department Chair/Curriculum Coord. Chart** – Positions were discussed. **Sandy** – send C2s back to Lynne.
- III. C-2s for fall** – Deans' offices should submit C-2s for adjuncts and extra compensation as you've done in the past.
- IV. Directed/Independent Study Compensation in the Summer** – In the past faculty were not compensated since the course was not included in our summer offerings and could not be enrolled by other students. **Sandy** – Add to the next Dean's Cabinet agenda.
- V. Orientation Weekend Office Hours** – Ken and Dave are available to be in the office from 12-4 on Sunday, August 19<sup>th</sup> – **Sandy** - check with Maureen to see if she's available then notify Sharon Tavernier of the Deans' offices availability.
- VI. Data on Number of Degrees by Program** – **Sarah** – send file electronically to deans
- VII. Students who received Ds and Fs** – **Pam** - Did the process to dis-enroll students take place?

## Deans' Cabinet Action Items – July 12, 2012

- I. **E-Portfolio w/Task Stream** – Jan Robinson explained e-portfolio, the cost and what could be offered to our students and faculty. The demo can be viewed at: <https://taskstream.webex.com/taskstream/lsr.php?AT=pb&SP=MC&rID=59282477&rKey=fab122d6a3575fad>. **Sarah** – Check with Judy at SUNY Potsdam on their use; **Carli** – discuss program with Molly so she can share with IT Advisory Committee and get approval from Potsdam/Canton and SUNY. **Jan** – Contact Task Stream and discuss if no students are enrolled until spring 2013, what would it cost to build and use the system during the fall.
- II. **Director/Department Compensation** – **Deans** - Use the chart based on full time faculty and full time adjuncts and then explain justification for deviations on the C-2 (adjuncts and ISAs).
- III. **Cook/Nevaldine/Wicks Hall Planning** – **Carli** – has asked Facilities for an update and will forward their response to the deans who will then communicate with faculty/staff when they will be able to re-occupy the buildings. **Sandy** – add to the next Deans' Cabinet agenda.
- IV. **Academic Appeals Process Feedback** – Overall process went well but some concerns were noted by the school office staff. **Sandy** – forward concerns to Pam Enser and Sheila Mehaffy. **To Do List** – Remind Admissions in 6 and 12 months that students who have been suspended must meet requirements to return – see suspension letter for details – must go through deans' offices.
- V. **College Catalog Curriculum Pages** – **SLOs** – heading should be identifiable on curriculum page and add link to where they appear on the webpage. **Sandy** – Notify Joanne Thornhill. **Deans** – add SLOs to webpages – and add link to the catalog curriculum page.
- VI. **UB Dental Continuing Education Lectures** – **Carli** – will reach out to Potsdam to see if they'd like to do this for the community.
- VII. **Directed/Independent Study – Internships Compensation for Summer** - **Sandy** – contact Molly/Kyle – compensation policy should state that Internships will be compensated at \$20 per credit hour. **Carli** – bring to Labor Management. Only this summer faculty will be compensated at \$300 per student for directed/independent study. This fall Carli will take this topic to Labor Management and future compensation for Directed/Independent Study will be determined with Labor Management.
- VIII. **Student Handbook Revisions** – **Sandy/Amanda** – In Credit Hour section do not add Directed Study
- IX. **2011-12 AIM and Gen Ed Assessment Review** – **Sandy** – Schedule an Academic Assessment Co. meeting the first month of the semester to review the results of the 2011-12 assessment.
- X. **Assessment in the Major – Honorariums** – **Maureen** – chat w/Bill to see if he promised an amount to the reviewers. In the future – we will not offer honorariums for reviewing of assessment in the majors.
- XI. **Registrar's Office** – Pam Enser will not be returning after her maternity leave. Her husband accepted a new job at ACC and they will be moving to Queensbury over the summer. **Carli and Karen** will be working on the staffing of the Registrar's office.

- XII. Update on July 15<sup>th</sup> report** – The report is currently being written by the consultants, The Education Alliance, who are combining the reports from SUNY Canton and SUNY Potsdam.
- XIII. Online vs. Face-to-face Data** – What does the data really tell us? What can we do to further improve math education with online resources? Don't know the answer or how to spend money on that. Students who take MATH 100 online or face-to-face, how do they perform in their next sequence? **Sarah** – send to Deans/Karen/Carli electronically.
- XIV. Short on ENGL 101 and MATH 106 sections for fall** – **Maureen/Dave** – work with the Registrar's office to address this need. **Deans** - faculty need to know that LA students will not be taking English because of the Gateway 2 Success (Canton Completion) Initiative.
- XV. Have students' schedules who received Ds and Fs in Spring 2012 been revised?** **Pam** – Check on status of these students.
- XVI. Program Graduation Rates** – **Sarah** – will complete these rates the last week of July

## Deans' Cabinet Action Items – August 2, 2012

- I. Registrar Office Planning – Will be advertising for Registrar's position, and begin search for support staff SL-9 to replace Patti White. Anne Drake will be the Interim Registrar and Memorie Shampine the Interim Assistant Registrar while the Registrar search is being conducted and Kari McCormick will be promoted to the SL-12 position.
  - ENG 101, MATH 106, MATH 111-Closed. CHEM 150, BIO 150 almost full
  - Major Demand for another ENG 101, Anne Spoke to Alice Regarding the MATH
  - Karen** – email Dave Wells, MATH 116 could be dropped to pick up a different MATH
  - Carli** - speak to Natalie regarding the phones in Financial Aid
  
- II. Cook Hall Renovations & Updates –
  - Temporary Windows will be installed in Wicks – until end of September/early October
  - Anne** – Send list of faulty teaching in Wicks 204, 206, 208 to Carli, so they can get an FYI email out regarding progress on building
  - Payson on schedule
  - Carli** - follow up with Mike and cc: Anne regarding EOP Orientation August 13-16; Wicks 006 & 008 –
  - Cook Hall – possibly no labs the 1<sup>st</sup> week? Ken stated that the Dean's Office needs to be a fully functional office by the 17<sup>th</sup> or else they can't move.
  - Early Childhood Lab - ceiling & carpet in, whiteboard being installed – feeling confident. Move in planned for Monday, August 13<sup>th</sup>.
  - It was suggested that we have extra custodial staff to help clean and organize.
  - Extra IT staff for computer installs. Itemized listing of what goes where to expedite the move in process. All hands on deck to help.
  - Carli** - discuss with Natalie regarding extra Maintenance staff & the liability for students to assist with moving and cleaning
  - Sandy / Amanda** – Schedule a meeting next week: Cook Hall Move
  
- III. Upcoming on the System (August 13<sup>th</sup>) An Administrative Alliance meeting will be held in Albany on August 13<sup>th</sup> and will include Dr. Schwaller, Dr. Kennedy, Natalie Higley, Carli, and SUNY.
  
- IV. Update on Projects – Nicole Dunnan - **Deans** – SLO Review due on August 10<sup>th</sup>
  
- V. CLA – Collegiate Learning Assessment will be conducted before November. Random sample, Faculty information session, local survey questions, must be proctored on the computer.
  - Karen** - talk to Mike Perry in CA regarding gift card, \$20-25, as an incentive for students to come.
  - Each student would take an SAT (15 minutes) and then 90 minute test.
  - Sarah to Target students, letter sent by president's office?
  - Anne** - send list of computer labs to Sarah

- VI.** Accreditation Website for Middle States. Sarah would also like this page to link to the programs who have accrediting bodies. **Deans** – On program webpage, add a brief Description of the accreditation body, the most recent Accreditation Summary and Program Learning Outcomes. Travis Smith to help with links to Webpage.
- VII.** Assessment Workshop – Sarah has been conducting workshops to discuss the institutional scorecard and what should be included on the scorecard. Involve EOP & International Programs.  
**Ken & Dave** - contact Sarah to set up time when she can do a workshop for your school.
- VIII.** EOP Advising - EOP Counselors became advisors fall 2010.  
**Sarah** - look at retention rate increase, since EOP started advising EOP Students – provide to Karen by next week.  
**Anne** – Can the academic advisor be listed as primary and EOP Counselor as secondary advisor.
- IX.** ePortfolio – Dave suggested seniors be piloted. Maureen stated there is a lot of pieces to the eportfolio system. Ken – It is a pressing need because of Middle States, Use the fall to figure out how to pilot in the spring. Molly suggested a demo. Sarah – excellent Shared Services opportunity, it is a FT job  
**Amanda** - Put on next agenda to discuss.
- X.** Faculty Handbook - **Amanda** - Add Consensual Relationship Statement to the Faculty Handbook.
- XI.** Joint Leadership Meetings: Dean’s would like to attend these meetings. **Sandy** - let Stacey know.
- XII.** New Faculty Orientation: **Deans** - reach out to brand new faculty and provide them with information on course syllabus, etc. prior to new faculty orientation. **Deans** - block off your calendars the AM of August 16<sup>th</sup>
- XIII.** SLO Definitions distributed. **Deans** - Send comments or suggestions to Karen. Maureen – any Humanities faculty that may assist?
- XIV.** Courses cancelled for low enrollment. **Anne** - send list of enrollments, and how many spots are left in courses to deans.

## Deans' Cabinet Action Items – August 21, 2012

- I. Carli's presence at Deans' Cabinet - Carli will attend Deans' Cabinet as her schedule allows.
- II. Academic probation – Molly stated that Academic Probation was offered to 177 students this year (164 in 2011) and 125 accepted (84 in 2011); 17 are online students. Thirty-one students are currently on a high intervention level. Keeping process consistent is extremely important. If students are not meeting their probation contract, Molly will bring the discussion to Dean's cabinet.
- III. Orientations – **Deans** – send your feedback to Sharon Tavernier.
- IV. MTS systems – **Sandy** - send email from the Provost's Office. **Deans** – Remind your faculty to contact you with any student information who has not shown up for class in the first week.
- V. Faculty Lecture Series – Carli would like to have 2 lectures per semester. Both faculty and staff will be encouraged to participate to present their research or topics of interest and the name will be changed to SUNY Canton Lecture Series. **Sandy** - Secure venue (Campus Center), time and date (September, October, November) and send times/dates to Deans. Once dates are secure, **Deans** - reach out to your faculty.
- VI. International Student Advisors –Marela has been advising all international students (50-60), but it is getting to be too many students to advise. **Karen** - One faculty member will be appointed by the Provost to serve as International Student Advisor.
- VII. Check sheet Waiver Form –**Maureen** - send the FYEP waiver form to Karen/Sandy. Form would be signed, dated and placed in the student folder, so that if there is an agreement between student and dean it will be honored.
- VIII. SLOs in Syllabi for spring – Format approved by faculty assembly of what has to be in course outline. The SLO's – listed in the course outline should be included in the syllabus. **Maureen** - send template to Sandy. **Deans** – Encourage your faculty to add SLOs to their course syllabus for spring. **Sandy / Amanda** - Update the course syllabus available in the Faculty Handbook.
- IX. Academic Status - NCAA rules state that a student has to be in good standing (by definition of the college) to be involved with athletics. **Karen** – contact Dan Gagliardi to discuss with Academic Standards Committee. Currently, there is no dean sitting on the Academic Standards committee. Ken will serve as Dean Representative, appointed by the Provost.
- X. Students Suspended during the semester – The appeal process is not available to students who are suspended during the semester.

- XI. Discontinuance of Programs:
- a. **Sandy** - send Hegis codes to Deans. **Deans** – process paperwork to discontinue the following programs:
  - b. Retail Business Management – Maureen
  - c. Hotel Technology – Ken
  - d. Restaurant Management – Ken
  - e. Computer Information Systems – AS Degree – Dave
  - f. Occupational Therapist Assistant – Ken
  - g. Human Services – Maureen
  - h. Liberal Arts: Social Science, Humanities, and Science – Maureen
- XII. CUSP Membership – Membership was discussed. **Sandy** - check on terms. **Karen** – speak to Carli about including a couple members from the governance.
- XIII. 688 Coordinator – Currently, there is no curriculum coordinator designated for 688 or 774. Should we have a curriculum coordinator for this program? **Ken** – will ask a faculty member from his school.
- XIV. 2012 NY Transfer Summit – Friday, September 14<sup>th</sup> SUNY Potsdam. Karen & Nicole Dunnan are attending. **Maureen** - let Sandy know if anyone from your school has interest in attending. Ken stated that he would also attend if necessary. **Sandy** - Extend invitation to Sharon.
- XV. Degree works training – **Ken** - remind your staff, and respond to Sandy. Kathy will be serving from the School of Business and Liberal Arts. CSOET – Dave Wells recommended Brenda Dean and/or Stacia Dutton.
- XVI. Access for ANGEL – “Editor” rights on faculty/instructor ANGEL. **Karen** - speak with Kyle Brown regarding who is allowed access to a course shell on ANGEL. If someone requests to be enrolled in a class, it can ONLY be done if allowed by instructor. **Deans** - touch base with department chairs to make sure they are aware of the policy and issue. They cannot ask online learning to be added to the course, without instructor’s approval.

## Deans' Cabinet Action Items – September 4, 2012

- I. **Sandy** – send New Admit list to Dave Wells
- II. Census report showing enrollment by program and class is needed. Deans would like the information available the middle of the second week of classes, census date, and then at the end of semester (after withdrawal date).
- III. **Start-Up Debriefing:** Sarah Todd and Memorie Shampine will look at schedules that were dropped on Sunday night and determine by school if the student eventually did register and how many had housing.
  - a. Suggestions:
    - i. Schedules should be dropped 1 week after bill is due (2 weeks before classes start). If they haven't paid their bill, then registration codes need to be cut off as well. The wait list should be kept until after schedules have been dropped. This should correspond with the end of late admits and late registration.
    - ii. Mandatory placement exams
      1. Regents scores are not available to the math faculty
    - iii. Drop/Add – make a whole “add/drop day”
    - iv. Allow advisors the ability to create or revise the student's schedule on UCanWeb. No longer handle the Drop/Add day in the Deans' offices.
    - v. State of Campus/ faculty meeting picnic on Thursday and then add drop day/mandatory curriculum meetings Friday.
- IV. **Course Demand Due dates** – temp services, know what you requested vs. what you spent. Rely on temp service less. Moving temp service to PSR. ISAs should not be teaching any courses. **Deans** – send Anne Drake as much information as you can regarding your course demands, classroom technologies, and preferences. Also ask Anne to schedule an hour during the week when all school faculty could be available for a school meeting. Send a copy of your course demands to Theresa Corbine and Kyle Brown. **Sandy** – contact VESID to advise them that some students are not on a 4 day class schedule.
- V. **Molly** – pass on Incentive funds from summer school to school off-term incentive accounts.
- VI. **Online Course Access & Announcements** – If a dean or department chair requests access to an online course, Kyle has always honored requests in the past. Now, only the instructor can request Kyle to add a viewer. The person who wants access to the course, must contact the faculty member to have the faculty member email Kyle and have them added to the course. **Deans-** communicate to department chairs.

- Carli/Karen** – Submit to Labor Management. **Molly** - communicate instructions to Kyle.
- VII. **Cross listing a few JUST Courses with LEST Courses - Deans** – To cross list a course, the departments involved should meet and review the course. Once both departments have reviewed and agreed, the course will be sent through the Dean’s offices.
- VIII. **Role of the Advisory Board Committee** – The role of the advisory board needs to be defined. Goals and objectives need to be identified. Do all programs need an advisory board or can a group of programs be bundled into one advisory board. **Sandy** – check SUNY Policies and SUNY Canton Policies and Procedures Manual regarding how many meetings are needed and if any guidelines are given.
- IX. **Minutes of Advisory Board Committees** - Program evaluations should include advisory board meeting minutes. **Deans** – check requirements of the accrediting boards – are minutes required. **Sandy/Amanda** – Add to a future agenda.
- X. **Programs Scheduled for assessment in the major** – **Sandy** - email deans the list of programs scheduled for assessment this year.
- XI. **Liberal Arts Electives** – **Deans** – review the current list, determine if any revisions are needed, and then process through the Curriculum Committee. **Sandy** – send SUNY Definition of what constitutes a liberal arts class to all Deans so they can distribute to department chairs.
- XII. **Individual Studies Checklist** – **Sandy** – send electronic copies of lists to Ken. Ron can make revisions and bring back to deans’ cabinet.
- XIII. **C-3’s** – Send to Karen by October 1, 2012 – or sooner
- XIV. **4 year undeclared code** – Should we ask SUNY for a 4 year undeclared designator? Programs that may benefit from this would be Sports Management, Graphic & Multimedia Design, and Funeral Services Administration. **Karen** – Pursue a 4-yr. undeclared designator .

## Deans' Cabinet Action Items – September 11, 2012

- I. **Leveling & Placement – Deans** – review admissions leveling sheet and check for accuracy. If any program has changes, let Nicole Campbell know within 1 week and copy Sandy. Are there other measures Admissions could use to level? SAT/ACT scores? Admissions would be happy to add to this list, they just need to know what the Deans are looking for. **Nicole Campbell**– Email an electronic copy of out-of-state leveling and the admissions leveling forms distributed today to deans, Karen and Sandy. **Deans** – Notify Admissions if any of your program directors would like to attend the tour guide breakfast to speak with the tour guides or if there are any new initiatives that they want shared with tour guides. **Nicole Campbell** - email the dates of the breakfasts to the deans.
- II. **Enrollment Data – by school & program - Sarah** – 1) will speak to Banner Advisory today at 11am about flagging a student to indicate what year they are in their program, 2) will re-send enrollment data to the deans later this week with all undeclared students included, 3) will send graduation rate data to the Deans and copy Karen, and 4) will discuss Student Opinion Survey results at an upcoming VP group meeting.
- III. **Update from SUNY President's Meeting** – Carli shared items from her first President's meeting in NYC.
- IV. **Department Chair Responsibilities** – Department chair appointments are from July 1st – to June 30<sup>th</sup>. Some responsibilities may need to be dealt with during the summer. **Deans** – remind chairs.
- V. **SUNY Canton Lecture Series** – Sabel Bong, Marela Fiacco, and Greg Kie have interest in presenting. **Sandy** – notify deans of the dates/times/locations that have been reserved. **Karen** – ask Carli what she had in mind for SUNY Canton Lecture Series. Since it is campus wide, should invite come from President's office?
- VI. **Assessment in the Major Schedule** – **Sandy** – send out the schedule to the deans.
- VII. **Role and Minutes of Advisory Board Committee** – **Dave** - Draft proposal of the role/purpose of an Advisory Board and send to the deans, Karen and Sandy for their review.
- VIII. **Graduation Dates** – **Sandy** – ask Anne Drake to reach out to the Registrar's list serve to see what other schools do for Winter term/ Summer term graduation dates.

## Deans' Cabinet Action Items – September 18, 2012

- I. **Course Demands Submitted for Spring 2013 – Deans** – On the course demands that you submitted for spring 2013, please highlight the regular faculty loads. If courses listed will be covered by adjuncts and or will be an overload for a faculty member, do not highlight the course. Submit this information to Karen by **Fri., Sept. 21st**.
- II. **Reminder - 20% Overload Rule** – HR is tracking this. Faculty cannot make more than 20 percent of their salary as an overload/extra compensation. On an emergency basis, with the president's approval, we can waive the rule.
- III. **Review Winterterm Courses – Deans** – review 2011 winterterm enrollment numbers to determine if some courses should not be offered in winterterm 2012. Any courses with 4 or less should be reviewed. **Molly** – ask Kyle for historical enrollment numbers and forward to the deans.
- IV. **Adjunct Compensation** – Up to 9 cr. hrs., adjuncts are paid by the credit hour. If the adjunct is teaching 12 cr. hrs. or more, they are compensated at \$16,000 per semester and given additional responsibilities within the school (5 courses per semester or 4 courses and extra responsibilities/duties – i.e. G2S initiatives, new course development, or advising).
- V. **Faculty/ISA Requests – C-3's – Due October 1<sup>st</sup> – Deans** – Submit C-3s for new positions with justifications (use as much data as possible – at least the last two years) to Karen by October 1st.
- VI. **Native American Mentorship - Maureen** – have Bill & Nadine get in touch w/Molly to discuss their proposal. **Molly** – send out the interest email to students when it is generated by Bill & Nadine.
- VII. **Student Status Designations/Definitions** – How we designate and define Freshmen, Sophomores, Juniors and Seniors needs to be reviewed. A current Be Proud graduate completes 26 credit hours at the conclusion of the program. When they return they are not eligible to be classified as a sophomore. **Karen** – Give the following recommendation to Academic Standards for their discussion: The following credit hour/status designations be changed as follows: Freshmen - 0-23; Sophomore - 24-53; Junior - 54-83; and Senior 84+.
- VIII. **Assessment in the Major Schedule - Sandy** – update chart and forward to Deans. **Dave** – Review the schedule for programs in your school and let Sandy know if there are any changes.
- IX. **Compensation for Senior Projects/Internships** – Will be discussed w/Labor Management this fall.
- X. **New Form – 'Request for Exemption or Substitution' – Sandy** - send to Molly to refer to Sharon Tavernier. **Sandy** – Send to Dave for his review. **Sandy** – Add to next week's agenda. After final approval next week, deans will share with their advisors.
- XI. **Graduation Dates from Other Campuses – Karen** – Discuss with Academic Standards. Propose we move the December date to January and confer degrees in May, January and August.

## Deans' Cabinet Action Items – September 27, 2012

- I. **Winter term Master Schedule – Sandy** – Add to next week's agenda.
- II. **Smart Scholars** – The grant was awarded in fall 2011 and is funded for two more years, 2012-13 and 2013-14. OFA and Massena Central School are the two schools that we chose to participate in the grant. Two courses were offered at both schools in Spring 2012. The purpose of the grant is to offer college courses starting at the freshmen level to high school students (who would not be able to attend college) so they could earn 20 college credit hours before they graduate from high school. GER courses would be the most beneficial. **Nicole** – meet with Tom Forbes next week and ask for models that are in place and have been successful then bring it back to the deans to see what we can do on our campus.
- III. **Articulation Agreements** – All articulation agreements (High School, BOCES, other colleges to SUNY Canton, and SUNY Canton to other colleges) need to be reviewed. The spreadsheet has been updated and Deans, Chairs, Directors and Curriculum Coordinators will be given access to these spreadsheets. An annual review will be done in the spring each year. Should the line concerning earning credit after one semester of attendance be removed from the BOCES articulation agreements? **Deans** – encourage Chairs/Directors/Curriculum Coordinators to review to make sure that the course number, course name, etc., are accurate. **Nicole** – explore tracking/coding BOCES students and send links to the file and guidelines to complete the review. **Sandy** – add to next week's deans' cabinet – a deadline for completing the review needs to be established.
- IV. **Faculty Load Spreadsheet Status Update – Tracking faculty load** – Meeting needs to be scheduled to discuss – Following people should be included: Karen, Deans, Stacia Dutton, Sandy, Mike, & Nicole.
- V. **Bosnian Student Issues** – Will be discussed at Friday's meeting.
- VI. **Consolidated Financial Report – Deans** – Return to Amanda Rowley by October 15<sup>th</sup>.
- VII. **New Form - Request for Exemption or Substitution – Sandy** – Revise and send electronically to Deans. **Deans** – start using the form October 1<sup>st</sup> and communicate to your faculty & staff.
- VIII. **Advisory Boards Purpose, Goals & Operating Requirements** –
  - a. **Dave** – Following items need to be revised –
    - i. First paragraph – members are appointed by the College Council (not by the president).
    - ii. Remove 'industrial/industry' from the document.
    - iii. Revise #3 under Board Operating Requirements - Students in attendance will present their work or some of their work will be shown on a PowerPoint.
    - iv. Add an item under Board operating requirements which includes meeting participation. Should invite/engage involved faculty, students, the president/provost/dean. Canton has to set policy of what programs need to have advisory boards.
  - b. **Deans** - let us know next week which programs have/need advisory boards.
- IX. **Payroll Summary – Deans** – Review the summary and determine if salaries are charged to the correct account by program/discipline. **Sandy** – send electronic spreadsheet to the deans
- X. **School Scorecards** – Reminder – due by October 1<sup>st</sup>.
- XI. **Lab Fees** – add to next week's agenda
- XII. **Graduate Survey Questions – Deans** – remind Chairs/Directors/Curriculum Coordinators to contact Sarah Todd ASAP with questions specific to their program for the graduate survey.

## Deans' Cabinet Action Items – October 2, 2012

- I. **Four-Day vs. Five-Day Schedule** – Student survey was done last year and showed that they liked the four-day schedule. Energy savings cannot be determined. A more effective way to schedule facilities and faculty may need to be determined. **Carli, Karen & Molly** - Will address at Executive Cabinet.
- II. **Winterterm Master Schedule** – Seventeen winterterm courses were removed due to keeping faculty workload at the correct level (not exceeding 20% overload). **Molly** – Send informational sheet to the Deans. **Deans** – Plan for winterterm 2013 course offerings early.
- III. **Request to flag students to indicate what year they are in their program in Banner** – Customization cannot happen right now but there is a round-about way of tracking these students.
- IV. **Memo from SUNY Legal on course substitutions for students with disabilities** – Molly distributed the memo which provides us guidance on how to make course substitutions. **Deans** – share communications with faculty/staff.
- V. **Extended time for exams** – When a student needs extended time for exams, an accommodation plan is distributed to faculty from the Office of Disabilities/Accommodative Services which they must follow. The office cannot give out the details of the student's disability unless the student allows that information to be given out.
- VI. **Articulation Agreements** – Templates and agreements are now ready to be reviewed. **Deans** – Please ask your Chairs/Directors/Curriculum Coordinators to review agreements for their program and then enter their comments (renew agreements, change agreement, delete agreement, etc.) in the spreadsheet. This needs to be accomplished by Mon., November 12, 2012. Also ask if they want BOCES transfer credit to be given upon admission or after completing one semester. **Nicole** – Send mapping network directions to the Deans. **Sandy** – Add Articulation Agreements – line about giving credit upon admission or after completing one semester - to a future agenda.
- VII. **Lab Fees** – CSOET and SHCJ have a number of expendables. **Sandy** – Set up meeting w/Dave, Mike, Karen, Ken, Maureen and Natalie to discuss lab fees – meeting to be held in Nevaldine.
- VIII. **MMR Suspensions** – When students receive an MMR suspension, they are not supposed to attend classes until they comply with this requirement. **Karen/Molly** – Discuss at Executive Cabinet. **Molly** – Take to Patty for her input.
- IX. **Tutoring** – **Mike** - contact Johanna Lee to inquire about Engineering Tutoring.

## Deans' Cabinet Action Items – October 9, 2012

- I. **Advisory Board Guidelines** – Minutes will kept by the Deans' Offices and posted on the web by the person responsible for taking the minutes. **Sandy** – Revise the guidelines, distribute to school offices and send to Michaela for inclusion in the Policies & Procedures Manual.
- II. **DegreeWorks - Karen** – Verify with Pam that the Deans have the authority to override DegreeWorks to certify that students have met graduation requirements and that the system has the capability to allow overrides. More information will be shared when we meet by phone conference with Pam on Thurs., October 11<sup>th</sup>. **Deans** - Remind faculty/staff that this SUNY initiative is being implemented.
- III. **Be Proud – Criminal Justice Studies – Course Offerings** – Will be left as is and scheduled in three week blocks for Spring 2013.
- IV. **Spring and Fall Orientation** – Suggestions include: Mandatory meetings being held early in the morning on Friday, first faculty meeting could be held on Thursday, and advisors could be given a code to assist students with correcting their schedules on UCanWeb (students would no longer go to the dean's offices for this task). **Molly** – relay information to Sharon.
- V. **Training for Department Chairs/Program Directors** – Topics suggested include: 1) legal vulnerabilities of the chairs/directors (Betty), 2) responsibilities and duties, 3) definition of loading, 4) definition and importance of service, and 5) 20% overload definition. A regular meeting of all of the chairs (across campus) would be beneficial. **Deans** – send Karen or Sandy by Fri., October 12<sup>th</sup> a list of topics that should be covered at the training.
- VI. **Department Bylaws – Mike** – Encourage your departments and faculty to develop department bylaws. Bylaws are guidelines and state how they, as a department, agree to govern themselves. Faculty don't see bylaws as a set of rules, but see them as an agreed upon thing that will help them on a daily basis (i.e. how we manage x, y and z in our department.). Some items that could be addressed in the bylaws are: Protocol, approval of new courses, etc.
- VII. **Remedial Math Courses – Sandy** – Schedule a meeting with Karen, the deans, and representatives from the Math Department to discuss possibly adding another remedial math course for students who don't need to take an algebra based course.
- VIII. **Faculty Orientation Session on Portfolios – Deans** – send Sandy the name of a faculty member who could present their portfolio at this training session. **Sandy** – Schedule the session and ask Carli to join us.

## **Deans' Cabinet Action Items – October 16, 2012**

- I. **DegreeWorks – Sandy** – Notify Pam that we would like to use the checksheet format on DegreeWorks.
- II. **Scorecard Goals** – Common goals and a common format need to be developed for all schools to follow. More guidance needs to be given for the narrative format/outline. **Sandy** – Add to next week's agenda, move Deans' Cabinet to 8-11 a.m. and invite Sarah Todd to the 10/23 meeting. **Deans** – Bring suggestions to the 10/23 meeting. **Maureen** – distribute the sample of your narrative to Deans' Cabinet.
- III. **January Curriculum Meetings – Sandy** – Notify Sharon Tavernier of the schools' needs for January 2013 curriculum meetings. CSOET – will use NN 102 and break out into advisors' offices.
- IV. **Placement Testing/Due Dates-Deadlines/Enrollment** – Discussed placement testing, late admits and enrollment figures. **Karen** – contact Memorie for fall 2012 data. **Deans** – begin pulling together target enrollment numbers (first-time students) for programs in your schools.
- V. **Portfolio Workshops – Sandy** – Schedule and send out announcements for portfolio workshops.
- VI. **Sponsored Program PIVOT Database – Karen** – Notify JoAnne and Rebecca that they can proceed with their plans to offer workshops.
- VII. **Gateway 2 Success Program – Sandy** – Schedule meeting one week before classes begin in January to review data.

## Deans' Cabinet Action Items – October 23, 2012

### I. **Scorecard – Common Goals and Format for all Schools**

a. **Format** – Scorecard will now be formatted as an Excel document.

b. **Suggestions for Academic Dept. Objectives**

- Retention/graduation rate objectives and strategies for achievement
- Number of graduates by program
- Recruitment/enrollment objectives and strategies for achievement
- Accreditation – specific objectives
- Issues raised by the Student Opinion Survey (SOS) and how the department will address them.
- Assessment in the Major/General Education Assessment findings and how they will be addressed
- Advisory board recommendations (are all programs expected to have advisory boards – ask Carli)
- Graduate/Employer/Other College survey results
- Strategies for improving the yield rate from acceptance to enrollment
- Student Learning Outcomes
- Grants/Scholarship/Professional Development
- Articulation agreements/partnerships
- Staffing Assessment

**Sarah** – Revise scorecard, discuss with Carli and present to Deans' Cabinet for their review.

II. **Deadline** – Scorecard must be submitted by the conclusion of the spring semester. Explicit instructions telling everyone what we want needs to be provided. If things have been done correctly, CUSP will not need to return anything for corrections.

## Deans' Cabinet Action Items – November 6, 2012

- I. **Parents – Sandy/Michaela** - Future Agenda Item for Deans and Executive Cabinet
- II. **Articulation Agreements – Nicole** – Remove wording from BOCES articulation agreement – BOCES credit will be given upon admittance (not after one semester of attendance)
- III. **Winter/Summer Term and Academic Good Standing – Karen** - will take topic to Academic Standards. Deans' opinion is to suggest that academic standing should be based on a full semester load (not as a part time student during the summer or winterterm).
- IV. **Reminder – Annual Evaluation of UUP/CSEA Employees – Deans** – make sure employees' performance programs and evaluations are current.
- V. **Student Evaluations – Dates for access on UCanWeb – Sandy** – Notify Kevin Elliott (Banner Group) that student evaluations should be made available to students during the last week of classes, final exam week and the week of grade review. Fall 2012 – November 26<sup>th</sup> thru Fri., December 14<sup>th</sup>. Spring 2013 – May 6<sup>th</sup> thru Fri., May 24<sup>th</sup>.
- VI. **Reminder – Complete Credit Validation Forms for all new faculty - Deans** – These forms should be completed within 60 days of the initial date of employment.
- VII. **Spring 2013 Full Courses – Spreadsheet distributed by Sharon** – Deans/Department Chairs are reviewing the information to determine if other sections need to be added.
- VIII. **Lecturer positions – Portfolios/Credit Validations** – Lecturer positions were created to allow us the continuity to hire faculty in a 3 yr. appointment instead of a semester by semester appointment. The appointment is renewable but is not convertible to a tenure track position. Credit validations are not required for Lecturer positions and those faculty will not be required to do portfolios. It is possible that contracts will be renewed, but it is not guaranteed. The campus will define the expectations required for renewal and how they will be evaluated. The Annual Faculty Information Form could be used but needs to be revised for this position.  
**Dave** – Notify faculty within your school. **Sandy** – Gather information on everyone who is not on a tenure track line and add as an agenda item at a future meeting.

## Deans' Cabinet Action Items – November 15, 2012

- I. **Articulation Agreement Update – Deans** – Check to make sure that all agreements in your school have been reviewed. This review should be accomplished by the beginning of the Spring semester – January 21, 2013.  
**Nicole** – check on the agreement with ESF for Forest Technology.
- II. **November 20<sup>th</sup> Deans' Cabinet** – Cancelled
- III. **Articulation Agreement Process** – The template available on the shared drive should be used when developing or updating articulation agreements. Faculty are encouraged to reach out to other institutions to develop agreements, but the paperwork should be sent to the Provost's Office prior to being forwarded to the other institution. **Nicole** – will create the process that faculty should follow when implementing articulation agreements and will make this available on the shared drive.
- IV. **Ryan and Marela's trip to - Kazan Finance & Economics Institute (now part of Kazan Federal University - KFU), Kazan, Russia** –
  - a. Six students were awarded their diplomas in Finance.
  - b. **Issues** – High failure rates, struggle with English, students taking too many classes, communication w/faculty, and need for stronger connection to SUNY Canton faculty.
  - c. **Logistics** - Interested in pushing some of these classes to the summer, Textbooks, Interested in having KFU students spend one semester at Canton.
  - d. **Faculty Opportunities** – KFU looking for faculty research partners. Also, would like to host faculty to spend a week or two there teaching courses - start the class and semester there. Open to faculty leading study abroad to Kazan and would like to engage in faculty scholar exchanges. Want to have their faculty published in 'Western' academic journals.**Moscow States University, Moscow, Russia**
  - a. Interested in re-discussing DDP in Finance and Management
  - b. Would like us to offer credit bearing courses during the summer instead of non-credit.
- V. **COIL (Center for Collaborative Online International Learning)** – held a conference last June at SUNY Global Center, NYC, and brought together 130 faculty members, international programs staff, instructional design/technology staff, and upper-level university administrators from 25+ SUNY campuses as well as 50+ other institutions from around the USA and abroad. Attendees were provided with an overview of the developing field of globally networked learning and had the opportunity to network and share experiences and innovative teaching models. The date for the 2013 conference has not been publicized but SUNY Canton should attend this conference. This is an opportunity to make faculty-to-faculty connections to co-develop and co-teach.
- VI. **Fort Drum** – Patrick Massaro will now be reporting to Molly. The decision was made by the deans not to teach courses at Fort Drum, but a large potential remains. The largest number of soldiers to be stationed at Drum will be over the next 3-5 years. The Army Education Center wants SUNY Canton to have a presence at Drum, but is not interested in online offerings yet online is what the soldiers prefer. Within the Ed Center is the SUNY North Country Consortium – JCC, SUNY Potsdam, SUNY Canton, Empire State College, Upstate, SUNY Oswego, and SUNY IT. The Consortium has been around for about 20 years and promotes college courses to soldiers at Fort Drum. There is an opportunity to promote some of our 2 and 4-yr. programs at Fort Drum. A promotional day at Fort Drum should be scheduled for some time in December in the Px. We need to give the Consortium a three week notice and they'll promote it. Articulation agreements that we currently have w/JCC should be promoted to those JCC grads. Institutions with the highest course enrollees include: Jefferson Community College, American Military University, Central Texas College, Empire State College and University of Maryland. Our campus should consider submitting a request for a tuition differential – if the soldier is relocated, we lose them unless we can offer them a NYS tuition rate.
- VII. **February Lecture Series** – Invite Ryan to present what he's been doing in Montreal the last 18 months.

## Deans' Cabinet Action Items – December 11th

- I. **Scorecard** – Discussed changes to scorecard. Contact Sarah Todd if questions. **Deans:** Let Sarah know when you schedule meetings for setting your school goals.
- II. **Graduate Survey**- Survey was put together, but not all programs provided appropriate questions. Deans are encouraged to discuss with faculty why this is important to academic assessment.
- III. **Be Proud/Gateway to Success Programs** – Discussed moving to one model. Would like to review statistics (retention, grades, etc.) for students in both programs, and also as compared to other students outside the program who are enrolled in Beginning Algebra or ENGL 097.  
**Provost's Office**- Get in touch with Sarah Todd and/or Sharon Tavernier to obtain needed figures and data prior to January 14 Gateway to Success meeting.
- IV. **Winterterm Credit Limit**- Discussed moving from 6 credit limit to 7 credit limit (as we've received a large number of requests for 7 credits and all have been approved). Unanimous approval for making this change.
- V. **Grade Review**- Discussed how to encourage faculty participation given that it has been designated a "voluntary" task.

## **Deans' Cabinet Action Items – December 18, 2012**

- I. **GER Credits for courses that were taken outside of NY - Karen** – Discuss with Memorie the possibility of transcribing GER credits accepted from out of state colleges on our transcripts.
- II. **Articulation Agreements with Community Colleges** – Our campus offers the 2<sup>nd</sup> largest number of online degrees. Our online degrees and community colleges within the system should be reviewed to determine who we could establish articulation agreements with. A team should be assembled to accomplish this task by the end of the semester. Carli will meet with the president along with Nicole and Karen. **Karen** – Meet with Pam Levendusky to discuss the transfer database. **Nicole** – Identify the community colleges that have programs that we could have articulation agreements with and then notify the deans. **Deans** – Ask the 4 yr. program directors/curriculum coordinators to consider developing an articulation agreement with the colleges identified by Nicole and have them develop a template of course equivalencies. Once this is accomplished, Nicole will then contact the community college with the course equivalency template and schedule a meeting between us and the community college. We will first work on articulation agreements with our online 4 yr. programs and will then look at all of the other 4 yr. programs. Programs that are totally online include: SHCJ – RN-BS, Dental Hygiene, and LEL and SBLA – Management, Finance, EADM, Health Care Management and Legal Studies . Timeline – Review should be accomplished the first part of the semester so we can schedule traveling – possibly 6-8 trips – during the semester. **Deans** – Check to make sure that the review of the existing articulation agreements in your school has been accomplished. This review should be accomplished by the beginning of the Spring semester – January 21, 2013.
- III. **Academic Forgiveness Policy** – Not well communicated to our readmitted students – **Karen & Sandy** – Meet with Nicole Campbell to discuss current process.
- IV. **C-2s for Spring 2013** – Reminder they're due by January 2, 2013.
- V. **Winterterm Appointment Letters** – **Sandy** – Check with Nancy to make sure that they have been completed.