

Deans' Cabinet Action Items – January 8, 2013

- I. **Discussion - Grade Change Form Signatures** – Dept. Chair signatures are required on the 'Grade Change Form' and if the Department Chair is available they should sign the form. If the Dept. Chair is unavailable, the Dean can approve the change without the Department Chair's signature.
- II. **School Goals w/Sarah Todd** – School Common goals should be linked to the institutional goals. Real specific goals will be made by the departments/programs.
Common Goals may include:
 - Maximize retention rates
 - Promote scholarship, grantsmanship and innovation in teaching and learning
 - Promote professional development
 - Optimize enrollment
 - Create articulations and partnerships to promote programs
 - Participate in recruitment activities
 - Program assessment?? – Increase and apply their knowledge of programmatic assessment and maintain industry standards
 - SLO Assessment? - Wait to tackle after the Middle States visit –
 - Program SLO – Develop a plan for assessing program SLOs
 - Maintain current accreditations and seek accreditation for other programs
 - Staffing assessment –
 - Add concerns from SOS 2012 Results - found at https://www.canton.edu/faminutes/auth/sos/SOS_Glossy_2012.pdf
 - Advisory Boards -
 - Insure all courses within departments meet the needs and support degree programs across campus
 - Advising - Improve and maintain the quality of curriculum advising materials to encourage student success
 - Share, plan, and develop individual program budgets –
 - Retaining and mentoring new faculty – (Peer observation?)
 - Make sustainability a focus of curriculum development (create more degrees in technical fields of sustainability and environmental studies.
 - Drive Decisions – All assessment can go under this area.
 - Workforce training.

Deans – prepare a draft of general school goals for the 1/15 Deans' Cabinet to discuss further with Sarah.
- III. **Strategic enrollment numbers by program – Sandy** – Move to next week's agenda

Deans' Cabinet Action Items – January 15, 2013

I. School Goals w/Sarah Todd –

-Promote Academic Excellence:

Add: Graduation rate for the last year

- Maximize retention rates (goals, initiatives, assessment) (objective #3)
- Maintain current accreditations and seek accreditation for programs that will benefit by professional review and accreditation. (objective #4)
- Promote scholarship (objective #4),
- Encourage innovation in teaching (goals, accomplishments) (under objective #2)
- Promote professional development (objective #4)
- Develop a plan for annual assessment of program SLO's (curriculum mapping) (objective #4)
- Programs will have advisory boards and will utilize them effectively (mission, membership, minutes, recommendations, actions) (objective #5)
- Offer courses that meet the needs of the programs they support, including the campus-wide General Education program. Provide effective service courses to support program needs across campus (appropriate content, number of sections, scheduling). (Objective #4)
- Ensure appropriate accessibility that meets students' needs of advisors and instructors (objective #6)
- Provide high quality student advisement that encourages student success (objective #6)
- Ensure the program check-sheets are user friendly and accurate for students and advising center. (objective #6)

- Improve Operational Effectiveness

- Provide effective mentoring to faculty (objective #4)
- All programs/departments will conduct an annual staffing assessment (adequacy of current staffing, anticipated short- and long-term needs (objective #4)
- Promote grantsmanship (objective #1)
- Develop new programs and course offerings that are consistent with the mission of the College (objective #1)

- Optimize Enrollment

- Optimize enrollment to meet College expectations; align with programmatic outcomes and resources; develop/review program enrollment targets annually (objective #1)
- Create articulations and partnerships to promote programs (objective #1)
- Review program admission requirements annually (objective #2)

- Drive Decisions with Relevant Information

- Examine program job placement and/or transfer statistics and trends (objective #4)
- Conduct, utilize and disseminate annual program assessment; develop systematic assessment plan (report cards, etc.), gather data, analyze results, recommend/implement changes (objective #2)
- Participate in planning and development of the School budget (supplies, staffing, general maintenance) (objective #2)

- Focus on Sustainability

- Reduce environmental impact (printing cost, paper use, chemical reduction) (objective #3)
- Encourage curriculum development with focus on sustainability (objective #4)

- Create a Robust, Active and Enriching Campus Life

- Improve individual respect and harmony between faculty and staff, faculty, staff and students (objective 5)

-Build Greater Awareness of SUNY Canton

- Continue and encourage workforce training and community outreach programs (objective #1)
- Participate in marketing and recruitment activities (update program brochures, webpages, college catalog and program materials on an annual basis) (objective #3)

Sarah – Send updated school template to members of Deans' Cabinet.

Template for the narrative – **Sandy** – Add to 1/22 Deans' Cabinet agenda; **Maureen** – draft the narrative template and provide at 1/22 meeting.

- II. **Faculty Information Forms – Sandy** - Add to an upcoming agenda – review/update
- III. **Cancellation of courses and the notification to students** – in the past the Registrar’s office notified the students now they’re asking the dean’s office to notify the students. **Mike** – send Karen any information you have on this topic.
- IV. **BOCES Agreements and Assigning Credit – Nicole** – will meet w/St. Lawrence Lewis BOCES
- V. **Articulation Agreements with Community College – Deans** – Reminder – check on status of review
- VI. **Articulation Agreement Development for Online Programs – Deans** – Check on status.
- VII. **Academic Forgiveness on Readmission Form – Sandy** - Move to next week’s agenda
- VIII. **Extra Service Compensation – Deans** – make your faculty aware –
 - FYI - Extra Service Compensation for Faculty – Two choices are now available:
 - 1) Two payments – 1-at midterm, 1-at end of semester
 - 2) Payment reimbursed in every pay check
 - Per Albany – can no longer be one lump sum payment at end of semester
- IX. **Strategic enrollment numbers by program – Sandy** – Move to next week’s agenda

Deans' Cabinet Action Items – January 22, 2013

- I. **Environmental, Health & Safety** – Calvin Smith discussed his initiatives and what his department will be accomplishing in the near future.
- II. **Strategic Enrollment Numbers by Program** – Projected overall enrollment is 1945 students – **Deans** – these numbers should be a target that will make the program financially viable.
- III. **Template for the School Narrative – Maureen** - Change heading to Program/Department Narrative and forward to Sandy. **Sandy** – Send on to deans for distribution and Sarah to include on webpage.
- IV. **Scorecard Template** – 2012-13 Outcomes will be reported on last year's scorecard. The scorecard that has been updated will be used for the 2013-14 academic year.
- V. **Zero Based Budgeting** – Training for ISAs – **Mike** – Reach out to Natalie and Shawn to schedule training.
- VI. **Class Size** – Class caps were discussed. For fall 2013, 300 and 400 level courses (face-to-face and online) will be capped at 30; and caps for 100 and 200 will be 35 (face-to-face) and 30 (online) (unless writing intensive which will be 25).
- VII. **Academic Forgiveness on Readmission Form** – Link to policy on webpage. Additions 1) A student cannot have attempted more than 2 semesters previously; 2) Needs to be made clear that a student can only be given forgiveness after they have successfully completed a semester with grades of C or better. **Nicole** – Will review and work on a draft to bring back to Deans' Cabinet.
- VIII. **Suspension/Probation lists and column listed for 'Number of semesters attended'** – should not include winterterm and summer term. Just include fall and spring semesters.
- IX. **Faculty Evaluations for Department Chairs & Program Directors** – **Sandy** – Notify IS to use the course designator (CITA, DHYG) to determine who reviews the faculty evaluations. Notify Kevin Elliott.
- X. **BOCES/Assigning Credit** - Add to articulation agreement that students have to submit their BOCES transcript along with their high school transcript to our campus if they want credit for the BOCES coursework. **Nicole** – will draft an addition to our BOCES agreements and speak with Admissions on what to expect.
- XI. **Appropriate Schedules for Probation Students** - **Sandy** – Change the probation letter – by the deadline of submitting your contract, the student is required to contact their school office to alter their schedule.
- XII. **Department Chair Elections** – Sandy – Check PPM for information.
- XIII. **Reminder – Course Demands due to Registrar by 2/15/13** –
- XIV. **Dean's/President's List** – **Sandy** - Contact Greg and Carli to look into sending a letter to all recipients starting with the Fall 2012 semester grades.
- XV. **Be Proud – Phase into Gateway to Success** – **Ken** – Will discuss change in format (2 courses simultaneously in 7 week blocks) with the CJ Department. Limit number of students accepted in CJ Studies – should only be 60. **Maureen** – Determine if other programs are going to add Gateway to Success to their program which will alter course demands for Fall 2013. Coordination of the Gateway to Success Program – needs to be assigned to one person/area.
- XVI. **VITA Space** – **Ken** – Will reserve Cook 121 for VITA
- XVII. **Academic Probation Meetings** – **Deans** – Attend Probation meeting at 4 p.m. today and on Friday, January 25th at 12 noon at Kingston Theater.

Deans' Cabinet Action Items – January 29, 2013

- I. **Faculty Information Form – Sandy** – Revise form.
- II. **Declaring a Major – Form was revised and approved by Deans.**
- III. **Deans' offices having permission to add courses on Banner the first three days of classes or the entire first week of classes** – Students will be allowed to add classes at the deans' offices only the first three days of classes, on the fourth day a course change notice will be used and faculty signatures will be required. Faculty need the opportunity to permit students to come into their class after missing the first three days of classes.
- IV. **Academic Forgiveness Request – Sandy** – Move to next week's Deans' Cabinet agenda.
- V. **BOCES Transcript** – Admissions will start telling students that they need to send their BOCES transcript as well as their high school transcript if they want credit for any BOCES courses.
- VI. **Deans' List Letter** – Maureen distributed revisions which were accepted by the group. **Sandy** – Contact Greg for more information. Run the letters by school and/or Provost.
- VII. **BOCES Articulation Agreement** – New line added and approved – 'Students must submit a copy of their official BOCES Transcript in order to receive credit for their BOCES coursework.'
- VIII. **Access to High School Transcripts** – Faculty would like access to the student's high school transcript – **Karen/Sandy** - Discuss this topic with Barb Porter. **Maureen** – Discuss revising the foreign language course outlines and course descriptions so that the courses state they are for non-native speaking students.
- IX. **Gateway to Success** – What curricula are offered that get a significant number of undeclared students – Currently students in CIS, Sports Mgmt. GMMD, Early Childhood and 25 Liberal Arts students are in the Gateway to Success program. Business students may also benefit from this program.
- X. **Department Chair/Program Directors/Curriculum Coordinators** – **Sandy** – Notify the Deans if any DC/PD/CC terms are ending.
- XI. **Be Proud** - English has to be completed by the end of the fall (first) semester. Another course should be offered as a late start class in the fall (ENGL 101 or PSYC 101). **Ken, Maureen, Sue and Nadine** should meet to discuss Be Proud and course needs for fall 2013.

Deans' Cabinet Action Items – February 7, 2013

- I. **SUNY High Needs Grant – JoAnne Fassinger** - Proposals for Nursing, Civil & Environmental, Electrical (2), and CSOET are being prepared. **Deans** – Review the proposal (JoAnne will send by Fri., February 8th) and notify her of any revisions. JoAnne plans to submit our proposals by Thurs., February 14.
- II. **English Pilot for G2S and Be Proud** – During Fall 2013, two sections (30 students ea.) of CITA 110 will be offered as the 15 week course at 3 p.m. In Spring 2014, two sections of PSYC 101 will be the 15 week course and offered at 3 p.m. or after. In Fall 2013, ENGL 209 (1 section) needs to be offered the second half of the semester in the afternoon and FYEP 101 as a 15 week course. Block courses will be held from 9-11:15 and 12:30-2:45 p.m. **Deans** – please indicate on your course demands that the courses are for the Be Proud program. **Karen** – Discuss the English pilot with Memorie.
- III. **High School Transcript, Leveling & Scheduling** - High School transcripts need to be available in June/July. Once their high school transcript and deposit are received, students will be contacted to develop their schedule. Registrar will not be responsible for scheduling all new incoming students. **Karen** – will contact Carli to discuss further.
- IV. **Articulation Agreement Renewal Form – Deans** – the renewal form is available on the shared drive for everyone's use. Any other thoughts or suggestions for revisions, please let Nicole know.
- V. **Consortium Agreements** – Consortium Agreements - If a course is offered at SUNY Canton, our students should take the course on our campus and not at another campus. Consortium Agreements need to be approved by the academic deans. When an agreement is approved, the campus does not receive compensation for that course. **Karen** – remind staff that this policy exists and that the deans will be reviewing these closely prior to approving them.
- VI. **Transfer Evaluation Reviews – Karen/Sandy** – check w/Tiffany and/or Nicole to see if the updates they were working on are completed. **Nicole** – Check w/Tiffany to see if the problem with non-SUNY campuses has been corrected.
- VII. **Course demands with 5-day week scheduling** – Faculty can make 'preferences' for their courses.
- VIII. **Summer Course Instruction Limit** – Deans – Review course demands to see how many upper and lower level electives are offered, if they are needed for a number of programs, when the course was last offered during the summer, and when should it be offered again? Analyze how many courses are needed.
Faculty can teach: Three (3) courses in Session I **OR**
 Three (3) courses in Session II and three (3) courses in Session III.
- IX. **Academic Forgiveness & Readmission Revisions – Sandy** – move to next week's agenda.

Deans' Cabinet Action Items – February 12, 2013

- I. **Planning for new faculty – Office space, furniture, equipment, etc., - Deans** - Review office space and find out where there are needs. Plan for new faculty hires for Fall 2013.
- II. **Math course – Mike** - A course needs to be developed that prepares students for MATH 111 Survey of Mathematics or review the prerequisites for MATH 111.
- III. **Reminder – Course Demands Due to Registrar's Office on Fri., February 15, 2013 – Deans** - fall 2013 and winterterm 2013 course demands should be sent to the Registrar's Office by February 15th.
- IV. **Unapproved Office Closure** – If classes are canceled, use your best judgment but try to keep the offices open if possible.
- V. **Academic Forgiveness & Readmission Revisions – Nicole** – contact Admissions to make them aware of our suggested revisions to the form and webpage.
- VI. **Department Chair Compensation - Karen** – Discuss further with Mary Dolan. 1) Does the November 20th memo mean that anyone who gets a stipend for a department chair role is not entitled to any other compensation, and 2) If they can receive other compensation, does this mean that summer compensation and the department chair stipend would be included in the total limitation of 20%.
- VII. **Director/Department Chair Responsibilities** – Review – Current responsibilities should be reviewed and a line added concerning budgeting. Compensation for Curriculum Coordinators also needs to be added.
- VIII. **Academic Probation Students – Deans** – When dealing with any Academic Probation students, please send an update to Karen, Sandy & Rebecca Blackmon. If a student needs to be suspended, please notify the Provost's Office.

Deans' Cabinet Action Items – February 19, 2013

- I. **Minimum enrollment for summer session courses** – Minimum enrollment for summer-term and winter-term was determined with a labor management agreement – If an online course is on the summer/winter schedule and a student is enrolled, the course will be offered. Once the course is offered, the course will be held even if there is only one student enrolled. The more we offer winter-term and summer-term, the more we will have data to determine what courses should be offered during those sessions.
- II. **Upper Level GERs Needed** – Upper level General Education Courses are needed in American History, Western Civilization, Other World Civilizations, Humanities and The Arts (# 4-8). Certain baccalaureate programs (RN-BS, Dental Hygiene and HEFI) have difficulty finding upper level (300 and 400) general education courses. Courses need to be developed and should not require any prerequisite.
- III. **Honors Convocation – Undeclared Students** – One ‘Undeclared’ student per school (not each concentration) will be recognized at Honors Convocation.
- IV. **External Reviewers** – External program reviewers can complete the process through an online process.
- V. **Articulation Agreements for Community Colleges for online programs** – Criminal Justice Department programs have been completed. **Ken** will forward the information to Nicole for Veterinary Services Mgmt., Dental Hygiene BTech, and RN-BS –**Maureen & Mike** – will follow-up with their faculty.
- VI. **Summer Orientation and Advising** – NYC Enrollment Event on July 15-16 (travel on July 14 & 17) – Mike Newtown, Maureen Maiocco, Karen Spellacy, Sharon Tavernier, Marianne DiMarco-Temkin, and a representative from Admissions will attend. **Maureen and Ken** – will seek a representative from their School.
- VII. **Summer Advising** – Advising will be available to new students throughout the summer months (June 15 through August 1). Need about 500 hours of coverage. **Sharon** – Generate a job description, estimate hours needed (CSOET – 20%, SBLA – 30% and SHCJ – 50% of student population), and compensation.
- VIII. **Orientation Sessions** – Session A-August 9th, B-August 12th, Transfer/Non-traditional – August 16th, and C-August 23rd. Volunteers will be needed from each program in the early afternoon to assist with scheduling students who are not scheduled. Two hundred and fifty (250) students will be able to attend each session (A, B, and C).

Deans' Cabinet Action Items – March 19, 2013

- I. **Advising Survey/Advising Week – Sharon Tavernier** – 1) Fall 2012 Advising Survey results were distributed. Sharon will send the results electronically to the deans. 2) Advising Week – Students will be encouraged to meet with their advisors beginning Wed., April 17th so they can select courses but they may not be able to choose times if the master schedule isn't available, so juniors and seniors could schedule their classes on UCanWeb starting on Mon., April 22nd. **Sharon** – Contact Memorie to ensure that the registration codes are available for appointments the week of April 15th. **Deans** – notify your advisors that they could start making appointments with their students (mainly juniors and seniors) starting Wed., April 17th (prior to prescheduling week).
- II. **Strategic Enrollment Steering Committee** – This committee was formed to talk about first semester students and the admission/registration process. Registration of returning students also needs to be discussed. It was decided at the last meeting to stop accepting applications on August 11th. The only way students will be accepted after August 11th is if the deans give their permission for the student to be accepted. When accepting students after August 11th, deans should make sure that courses are still available for these students. The campus is currently working on a way to block the ability for returning students to view their schedules if they haven't paid their bill on time. Their schedule will not be dropped, but they will not be able to view the schedule. These students are notified by email and postcard that they've missed the payment/registration deadline and need to complete the registration process. During advising week and prescheduling Sharon & Marianne will be doing things to push students to preschedule. Kerrie will be doing things in Financial Aid to make things clearer.
- III. **Revised C-2/Appointment Form** – all deans' offices approved the new form. **Sandy/Karen** – notify Human Resources.
- IV. **Job description for summer advising positions** – **Sandy** – send out electronically to the deans and return comments to Sharon.
- V. **Facilities Update - Karen** – Invite Mike McCormick to Executive Cabinet for a facilities update on construction projects.
- VI. **Due date for 2013-14 Budgets** – **Deans** - Budgets are due to Karen by Fri., April 12th and then will be forwarded to Shawn/Natalie by their April 22nd deadline.
- VII. **Course Fee Request** – **Sandy** - Invite Shawn to the next meeting.
- VIII. **Transfer Policies** – Maureen distributed. **Deans** – have program directors spell out what their transfer requirements are in next year's college catalog.

Deans' Cabinet Action Items – March 5, 2013

- I. **BSAD 350 Marketing and CHEM Organic Chemistry** are examples of courses that are on the transfer database as 200 level courses from other institutions but transfer here as 300 level courses. The database will be revised to only show courses that are equivalent in content and level (upper or lower) to our courses. These equivalent courses will be accepted by all programs. For baccalaureate degree students, the deans can substitute courses in a particular situation, but they need to insure that there are 45 upper level credits.
- II. **Transfer Database – Deans** – Clean up the English, Math and Science courses as soon as possible. **Sandy** – Print out the Criminal Justice, English, Math and Science courses on the database and give to the appropriate deans.
- III. **Readmission Paperwork & Website** – A section for students who have graduated and want to return to SUNY Canton has been added to the readmission form. **Nicole** – will update and post the new form.
- IV. **Be Proud and Gateway 2 Success Compensation** – For fall 2013, compensation for these programs will be as follows: if the instructor is teaching a 3 cr. hr. course, they will be paid for a 4 cr. hr. course. If the instructor is teaching a 4 cr. hr. course, they will be paid for a 5 cr. hr. course.
- V. **Deadline for Fall 2013 C-2s** – **Sandy** – ask Nancy Rowledge or David Rourke.

Deans' Cabinet Action Items – March 12, 2013

- I. **Deadline for Fall 2013 C-2s – Deans** - Submit C-2s by May 1st
- II. **Revised C-2/Appointment Letter – Deans** – Review with staff and bring back suggested revisions to Deans' Cabinet next week.
- III. **Strategy for Lecturer Positions – SHCJ** – Nursing Clinical positions (C-3 needed), temporary position in Sports Management (Process C-3 & Search Waiver); SBLA – Maureen will review department needs; CSOET – Mathematics; Use lecturer positions when it makes sense for growth/spikes in enrollment or programs.
- IV. **Admissions Criteria for Programs – Deans** – Ask program directors/curriculum coordinators to review and, if necessary, update program admission requirements for transfer students in the college catalog. **Sandy** – Change page 10 of college catalog – to note that 'All' degree programs have specific requirements for admission.
- V. **Deadline for Admission Criteria for Fall 2014** - Deadline is August 1st. Whatever we want Admissions to do for students being admitted for Fall 2014, needs to be communicated to Admissions by August 1st.
- VI. **100 Un-admitted Select Students – Deans/Karen** - An alternative for some of these students could be Liberal Arts General Studies.

Deans' Cabinet Action Items – April 2, 2013

- I. **Course Fee Request w/Shawn Miller – Questions** – Expenditures can be consumables which would be listed under OTPS – Course Supplies #4. Number of students should be based on last year's numbers. On the bottom of the form provide the Justification of what we will provide the students. A form needs to be completed for every course that will have a course fee. The fee will be assigned to a specific course, not by curriculum. **Shawn** will talk to Rhonda Curtis about adding this course fee to the student's bill. Course Fee Requests will be reviewed at Deans' Cabinet on April 23rd and will then be forwarded to Shawn for her to submit to SUNY. **Sandy** – send the form to the deans electronically.
- II. **Budgets – Deans** – Add any equipment needs (copier, etc.) to your budget so the campus can plan. Anyone preparing budgets should justify what you need and want, but you might not get everything that you want. Travel that would be nice and travel that is necessary for the campus (accreditation, etc.) needs to be identified. **Deans/Karen** – Budgets will be reviewed at Deans' Cabinet on April 23rd w/Shawn Miller.
- III. **Incentive Funds** – Review the way funds are split by schools.
- IV. **Fall 2012 Articulation Agreement Review and Spring 2013 Community College Articulation Review for Online Programs** – Report on Articulation Agreement review was distributed. **Deans** – Review the handout and ask directors within your school to complete the review by May 1st if possible.
- V. **Articulation Crosswalks – Nicole** - If there's a question on course equivalency crosswalks, contact the appropriate dean of that discipline.
- VI. **Number of admitted student days and open houses** – Mike Perry will discuss with Executive Cabinet alternative dates for open houses and admitted student days before any dates for fall 2013 and spring 2014 are locked in. The format and concept for admitted student days and open houses needs to be reviewed and revised.
- VII. **C-2s for Fall – Sandy** – Contact David Rourke on the status of the new form.

Deans' Cabinet Action Items – April 16, 2013

- I. **Fall 2013 Master Schedule – Deans** – Send any needed revisions to Memorie and copy Karen.
- II. **Honors Convocation Academic Award Guidelines** - - Academic Award Guidelines were reviewed, revised and approved.
Guidelines:
 - a. Must be a full-time matriculated student with a cumulative average of at least 3.25 (must be full time in the Fall semester and full time in the Spring semester to be eligible for the award.)
 - b. One 'Undeclared' student will be recognized from each school. Will not recognize a student from each concentration.
 - c. To be considered for the academic awards, students must have been here a certain number of semesters to be considered for the award for their class.
 - i. Sophomore – Completed two semesters at SUNY Canton
 - ii. Junior – Completed three semesters at SUNY Canton
 - iii. Senior – Completed three semesters at SUNY Canton
 - d. If a student is registered when the award is announced (letter mailed to student), but then withdraws, the award will still be given to the student if they return in the following fall semester.

Sandy – distribute to deans' offices and publish in the college catalog.
- III. **Articulation Agreement Process** - BOCES review will be on a five year cycle and College articulations will be reviewed on a three year cycle. A training session should be offered for new Department Chair, Program Directors and Curriculum Coordinators (but all DC, PDs and CCs are invited to attend).
- IV. **Reminder – Deans** - Department Chair elections need to be completed and recommendations forwarded to Karen by May 3rd.
- V. **Transfer Database – Deans** – Complete review – Sandy distributed database on April 5th.
- VI. **C-2s for Adjuncts/Overloads for Fall 2013 – Deans** – Due to Provost Office by Wed., May 1st.
- VII. **Faculty teaching across schools – Deans** – Make your department chairs aware that if they hire an adjunct, they should check to see if that adjunct is teaching in another school at SUNY Canton. Adjuncts should not be teaching more than 9 credits. If faculty teach in another school on an overload, both deans need to sign the C-2 prior to the C-2 being approved by Karen.
- VIII. **Computer Replacements – Sandy** – Add to 4/23 agenda.

Deans' Cabinet Action Items – April 23, 2013

- I. Course Fee Requests – Deans** – Update requests and submit electronically to Shawn. Thank the faculty for completing the forms. **Shawn** – Check with SUNY on the number of requests we can submit.
- II. 2013-14 Budgets – Deans** – If a copier is needed in your area, please add that to your 2013-14 budget requests. Make revisions and send electronic copies to Shawn and Sandy by Monday, May 6, 2013.
- III. Faculty Evaluations** – Any revisions to the faculty evaluation process will need to be brought to Labor Management for discussion.
- IV. Computer Replacements – Deans** – Submit your faculty requests on the provided spreadsheet and return to Sandy by Monday, May 6, 2013.

Deans' Cabinet Action Items – May 14, 2013

- I. **Internships/Senior Projects/Clinical Labs During Summer – C-2s – Deans** – If a faculty member is doing an Internship, Senior Project or Clinical labs during the summer, the Dean's offices will be responsible for doing a C-2 to compensate these faculty members, then the appointment letter will be done by HR. All other appointment letters will be generated by HR using the summer course spreadsheet. **Sandy** – send Internship Compensation Policy to Deans
- II. **Guidelines for Probation and Suspension** – Guidelines were distributed. The revised guidelines do not go in effect until Fall 2013. Continue to use the guidelines that were established last year. (see attached).
- III. **Training** – Training is provided on a variety of topics through the SUNY Center for Professional Development. (webpage - <http://www.suny.edu/sunytrainingcenter/index.cfm>). Affirmative Action Training needs to be provided on campus by HR. If a person is going to be a search committee chair, the training should be mandatory. **Karen/Sandy** – Discuss with Mary Dolan.
- IV. **Be Proud Program** – Faculty staffing may be an issue and we might not be able to offer as many sections as we had planned. Possibilities include: Option 1) only accept 60 students instead of 90 and we'll be able to cover everything; CITA 110 (2 sections of 30 instead of 45) and ENGL 097 and 101 first seven weeks; and ENGL 101 and 209 2nd seven weeks; Option 2) if we lower the cap to 60, roll the other 30 students into G2S English and Math; and Option 3) accept 90, unblock all CJ classes but leave the other classes blocked. **Ken** – will communicate to Admissions that we are only accepting 60 students (not 90) in Be Proud for Fall 2013.

Deans' Cabinet Action Items – May 21, 2013

- I. **Grants/PI Coordination** – Supervision of a grant will be determined before the grant application is submitted. Grants that have been proposed by faculty all need to go through their dean. **JoAnne** – Will implement a cover sheet for each grant that will require signatures from a number of offices on campus. JoAnne will make a list that includes each grant, who is overseeing each grant and what each grant is for.
- II. **General Education Requirements** – **Mike** – Will review programs in his school to insure that their programs meet general education requirements. Math and Physics will review their courses to determine if they will be included in our general education offerings.
- III. **Course Fees** – **Sandy** – Inform Shawn to submit just the two from Ken's school.
- IV. **Search Committee Chair Packet** – **Karen/Sandy** – Discuss with HR and ask for Search Co. Chair training. This fall every search chair, dean, or anyone who wants to serve as a chair, needs to attend this training.
- V. **Librarians** – **Karen** – Discuss w/Michelle - Assign one librarian to each school and they'll be invited to attend school meetings.

Deans' Cabinet Action Items – May 28, 2013

- I. Readmission Proposal by Admissions – Deans** – Keep track of how many readmission requests you receive from Admissions. Will keep working on this.
- II. Faculty Evaluations** – Starting in fall 2013, an email will be sent from all school offices to their faculty asking them to 'opt out' if they don't want evaluations done. **J.D.** – will draft the email message for Deans' Cabinet review.
- III. Faculty Evaluations for Adjuncts – Deans** – All courses and sections will be evaluated for all adjuncts.
- IV. Incomplete Policy and Change of Grades – Deans** – Remind faculty of the incomplete policy in the fall.
- V. Change of Grade Form and Minor Form – Sandy** – Add to an upcoming Deans' Cabinet agenda to review.
- VI. C-3s for Faculty Hires for 2014-15 Academic Year – Deans** – Must be submitted by June 15th.
- VII. Online Course Development – Deans** – Add the number of online courses that will be developed during 2013-14 to your department budgets. This expenditure should come out of the department funds and not out of summer/winterterm funds.
- VIII. Online Course Ownership – Sandy** – Invite someone from Online Learning to an upcoming Deans' Cabinet to discuss online course ownership and review what courses are coming up for renewal.

Deans' Cabinet Action Items – June 4, 2013

- I. **Search Committee Chair Packet w/Dave Rourke** – A packet should be developed for faculty searches only. Topics discussed:
 - a. Search chair should be required to first meet with the dean to review the C-3. Some department bylaws describe who should be on search committees. The dean and search chair should discuss who will serve on the search committee and develop the make-up of the committee.
 - b. If a search fails, the search committee membership will be revised for the next search.
 - c. Logistics should be standardized and as easy for the chair to follow as possible. A timeline should also be developed. For faculty new hires, a drop dead date should be set – all faculty new hires will be hired by that date.
 - d. Information needs to be available online.
 - e. Ads are currently too specific and should be more flexible. For faculty lines, the ad should not go out until the dean approves it and should match the credentials from the C-3 and the position that we need. The ad should go out as a tenure track line – not as Asst. Professor or Associate Professor. HR will continue to ask the search committee if there are specific places that we should advertise. Career placement offices at graduate schools are a possibility.
 - f. Include more Canton information – real estate, NorthCountry.com, events, Chamber of Commerce information, etc.

Deans – Review the packet and email Dave Rourke your concerns and issues that you've experienced. Meet again in two weeks to review the packet.
- II. **Training for Search Committee Chairs and Members** - Training should be offered for the chair but also for anyone who may serve on a search committee. Include the philosophy of affirmative action but also include the mechanics of running the search. Past search committee chairs could be identified and then new chairs could shadow them.
- III. **Academic Probation Contract** was revised – Students will be required to contact their Deans' Office by July 3rd to change their schedule. Deans' offices will lift the Academic Probation hold and then adjust the student's schedule.
- IV. **CUSP Retreat – Deans** – Post your school's scorecards on the CUSP Angel Shell.
- V. **ESL Program at Fulton-Montgomery Community College w/Julia Radley and Marela Fiacco** –An articulation agreement is being created with FMCC for their ESL Program. International students with insufficient English Language proficiency will be given an opportunity to attend FMCC and will be given a conditional acceptance to SUNY Canton which will remain in place until they successfully complete the FMCC ESL program. There are 3 options available to the students in the FMCC ESL Program – 10 week summer program, 3 month program or full year program. At the end of program, students will take the TOEFL exam at FMCC to determine if they meet our requirement, which is 61. Upon successful completion of the ESL program, the international students will matriculate at SUNY Canton.

Julia & Marela – Proceed with the articulation agreement with FMCC and offer a conditional acceptance to the 6 China students.

Deans' Cabinet Action Items – June 25, 2013

- I. **Search Co. Chair Packet** – Natalie's area is reviewing hiring process (search committee chair packet, information, etc.). Future discussion is postponed until Natalie presents her suggested revisions. **Deans** - send Dave Rourke your suggested revisions.
- II. **Advisor/Advisee Inequity – EOP Advisors** – EOP Counselors will continue to be the primary counselor for first year students and an academic advisor will be the secondary counselor. **Maureen, Ken & Mike** – 1) Reach out to faculty to determine if other faculty (non-program faculty) could advise the Undeclared (001) first year students, 2) Identify faculty who are not advising, 3) Identify how many students each faculty member advises, and 4) Identify someone from your school who is a 'best practice' advisor that could help Sharon in the Advising Center. **Molly** – 1) Discuss with Sharon: a) advising training being available for all new faculty and making this training mandatory for these new faculty and b) consider adding program check-sheets to Canton's Advisor Resource Packet (CARP) and 2) Discuss with EOP Counselors: meeting with the program coordinators to receive updates and training on program changes for proper advisement of students.
- III. **MATH 106 Intermediate Algebra – Mike** – Course should be reviewed in Fall 2013 by Curriculum Committee for implementation in Spring 2014. If not reviewed by Curriculum this fall, this course will be considered a 3 credit hour course in Spring 2014 and compensated as a 3 credit hour course.
- IV. **College Catalog Revisions** –
 - a. **Program Pages** – Will stay as one page in the College Catalog. **Ken** – Add a link to the Admission requirements for the Nursing program pages in the College Catalog. **Mike** – Check with ABET to see what needs to be included in the College Catalog.
 - b. **Credit for Prior Learning - Change of Major – Karen** – Present to Academic Standards for their review in Fall 2013 – 1) Could be manual – a student after being in a new major for one semester can petition to the Deans' office to have some of their past credits excluded from their transcript or 2) All credits are included - **Sandy** – Exclude that section from the college catalog this year and once the policy is updated it will be put back in the college catalog.
- V. **Academic Probation Contract & Discussion** - 115 probation contracts were sent out, 67 were returned, and 36 were not returned. By July 3rd these students must have contacted their Dean's office to change their schedule. **Maureen, Ken & Mike** – Let Janet/Molly know who have not contacted your office to change their schedule. **Molly** - On July 8th send those students a notice of impending suspension that will state: If they do not contact the school office by July 15th to adjust their schedule, they will be suspended.
 - a. **Process During Semester – Molly** – Send deans a recommendation if a student isn't following their academic probation contract.
 - b. **Academic Warning Students – Molly** - Pull information by school and distribute to the school offices. Send a letter to these students informing them that a 2.0 is needed to graduate and the resources that are available to them.
 - c. **Transcripting of Probation - Karen** – Present to Academic Standards for review.
 - d. **Academic Integrity Policy – Karen** – Present to Academic Standards for review.
- VI. **Clerical Support for Workforce Training** – Currently assigned: EMT-Dianne Chappell, Small Business-Linda LaParr, Marela's assistant – Dental CE, Motorcycles & Ed2Go; CREST – Art Garno
- VII. **SUNY Seamless Transfer Policy – Sandy** – Add to future agenda.
- VIII. **Workforce Training – Police Academy** – Meeting is being planned.
- IX. **Annual Reports – Deans** – Reports should be posted to Angel.

Deans' Cabinet Action Items – July 2, 2013

- I. **Orientation –**
 - a. **Early Bird Orientation –**
 - i. **Welcome on August 11th** will be done by Maureen Maiocco.
 - ii. **Mon., August 12 - 1:30 Meet the Dean – Molly** – discuss with Sharon and determine what we are trying to accomplish. Are we introducing students to their curricula?
 - iii. **Mon., August 12 – Meet the Dean - Locations** – One large space for each school is needed and then the faculty will use their offices or find open rooms.
 - b. **Curriculum Meetings on August 23rd – Molly** – Discuss with Sharon that someone will have to work with the School offices to identify and reserve rooms for each curriculum in SBLA and SHCJ. **Mike** – Let Molly and Sharon know if you will be holding curriculum meetings on Fri., August 23rd.
 - c. **Sunday, August 25th Faculty/Staff Ice Cream Social– Molly/Sharon** - Advertise as an Ice Cream Social (but invite faculty & staff)
- II. **Change of Grade Form – Nicole** – Re-format the form to be more user-friendly. **Sandy** – Ask IS if something could be added to UCanWeb to remind faculty of the Incomplete requirements when they input grades (an Incomplete grade may be assigned only if 10-20 percent of the work has not been completed but is otherwise satisfactory).
- III. **Minor Form** – No revisions.
- IV. **SUNY Seamless Transfer Policy** – A review of our programs will need to be completed to make sure that they align with the transfer paths that are listed on the SUNY webpage at: http://www.suny.edu/provost/academic_affairs/studentmobility.cfm. If programs do not align, a waiver may have to be done. Accredited programs have to meet accreditation rules and SUNY may have to give a waiver to those programs. **Maureen, JD, Ken & Mike** – review the Seamless Transfer email that Sandy distributed on 6/24/13. **Karen** - draft a cheat sheet that the deans will use to review their programs and distribute to the deans for their review.
- V. **Fall Course Enrollments for Common First Semester Courses** – Based on past enrollments, Sarah predicted how many sections of common first semester courses we will need. **Maureen - ENGL 101** – 19 sections; **MATH** – Karen will let Mike know; and **BIOL** – Ken will determine. **Karen** – ask Sarah for ENGL 097.
- VI. **Winter/Summer Term Compensation - Molly** – prepare a profit summary for summer 2012 and summer 2013. Karen will review with Dr. Hoffman.
- VII. **Institutional SLOs and Definitions** – **Sandy** – Add to SUNY Canton webpage.
- VIII. **Academic Probation – Mike, Ken & Maureen** – Please have your assistants let Janet/Molly know on Mon., July 8th which Academic Probation students have not contacted your office to adjust their schedules.

Deans' Cabinet Action Items – July 9, 2013

- I. **Inputting technical attainment exams or external national exams information on Banner** — **Ken & Mike** – Automotive, Dental Hygiene, Funeral Services, Nursing, PTA, Practical Nursing, and Veterinary Science technical/licensing exam scores need to be added to Banner. Program directors will need to provide the test scores to the office assistants so that they can put the information on Banner. **Sarah** – Provide the office assistants the Banner screen and instructions that they will need to use for this project.
- II. **Scorecards** – **Sandy** – forward the CUSP Retreat minutes to the deans. **Deans** – Send the department chairs the suggested revisions to their 2012-13 scorecards. They need to revise their scorecard and then post it to the Assessment link on their program webpage by October 1, 2013.
- III. **Orientation – Curriculum Meetings** – August 12th and 16th sessions – Curriculum meetings will be held at a consistent time – both at 2 p.m. August 23rd – will be our biggest orientation. **Sharon** – draft a message that will go out from the Provost Office to the faculty asking for their assistance at the August 12th and 16th curriculum meetings.
 - i. Faculty can use the curriculum meetings to review program requirements, check student schedules, and provide other academic services information. If program directors/curriculum coordinators want to meet with all of their students together, they'll need to pull them together the first week of classes (Tuesdays and Thursdays from 12-1 p.m. all faculty and students are available).
 - ii. August 12th and 16th – all schools will meet as a group and then break apart by program/advisor. August 23rd – SBLA and CSOET will meet as a group and then break apart by program/advisor. SHCJ programs will not meet as a group but will be assigned a room for each program.
- IV. **Academic Probation & Admissions** – Deadlines for academic probation contracts are being upheld.
- V. **Questions about Deans' Assessment** – **Maureen, Ken & Mike** – Prepare a self-assessment of what was accomplished, what was successful, and what were challenges for the 2012-13 academic year. Provide to Karen by August 1st.

Deans' Cabinet Action Items – July 22, 2013

- I. **Articulation Agreement Checklist – J.D., Ken & Mike** – Review checklist and send Nicole any suggested revisions. **Nicole** – Share articulation list with Dr. Hoffman.
- II. **Curriculum Coordinators** – Faculty will only coordinate one program. **J.D.** – Let Sandy know which B.A. program Nick will be coordinating and who the coordinator for the other BA program will be. **Mike** - Rashid will do Engineering Science and let Sandy know who will be assigned to General Technology.
- III. **C-2 for Curr. Coord./Dept. Chair overloads – J.D., Ken & Mike** - When faculty are Department Chairs/Curriculum Coordinators, a separate C-2 needs to be completed for any overload. Include the course number and course title on the overload C-2.
- IV. **Academic Probation - Advising Checklist Reviewed** – Revisions noted: #2 – Do students need to list their courses; #3 – unnecessary – too late for changes to be made; Combine #6 and #7 – Add date when midterm grades are available; and #8 – unnecessary. If students are unable to meet with their advisors, they have to see their dean (not the Advising Center). Information that should be added is how to contact their advisor. **Molly** – Revise the form.
- V. **Online Learning Questions** – Administrators can request from Online Learning access to an online course providing the faculty member has been notified. Anyone else requires the faculty member's permission to have access to an online course.
 - a. **List of owned courses w/date of expiration** – list shows all approved courses and whether or not the faculty member owns the course.
 - b. **Historical enrollments**- not needed at this time
 - c. **Other – J.D., Ken & Mike** - Let Molly know if there are other concerns.
- VI. **Compensation for Winter- and Summer-term** – Enrollments for compensation purposes for summer and winter term courses is determined on the second day of classes at **4 p.m.** for each session.
- VII. **August 23rd School Meetings** – 11 a.m. start time (or as soon as Faculty Assembly concludes)
- VIII. **School Meetings – J.D., Ken & Mike** - Karen would like to attend one school meeting each semester.
- IX. **Kazan State – Dual Degree Concerns – J.D.** – work with Marela to come up with a proposal to present to Kazan for next fall. Send model out to Deans' Cabinet for review. Add two more FSMA classes for fall 2013 to accommodate Kazan students and Canton students.
- X. **Individual Studies program on Curriculum Listing – Sandy** – List Dean's Office
- XI. **Middle States** – The current Steering Committee will address the Program Report due to Middle States on April 1, 2015. A few members have left the committee, so we may need to re-populate a few members. **J.D.** - send an email to the existing members to ask them if they want to continue. At the first Faculty Assembly meeting, a brief Middle States update will be given.
 - a. Any Assessment in the Majors done this year will need to be stronger than in the past. The report will need to address how the course SLOs, program SLOs and institutional SLOs link. An e-portfolio process should be implemented and Sarah is investigating ePortfolio software.
- XII. **Can other students be put in the GMMD 101 Gateway 2 Success section – Mike** – Enroll other students but leave spots available for G2S students.
- XIII. **Gateway 2 Success students – Sandy** – Ask Sarah for fall to fall retention rates for G2S students.

Deans' Cabinet Action Items – July 30, 2013

- I. **Admissions – Welcome Bruce Smith to SUNY Canton.**
 - a. Faculty contacting accepted students – **Bruce** will distribute the listing of accepted students if Program Directors/Curriculum Coordinators want to call/email them.
 - b. CSOET faculty spent Mon., July 29th with Admissions so they could familiarize the counselors to their programs. This was Phase 1, the next step will be for the counselors to participate in Phase 2 and make a presentation back to the faculty to ‘tell the story’ of the program. Admissions and retention is everyone’s job. **Bruce** – contact Ken and J.D. to set up a time when the admissions counselors can meet with the program faculty in their schools. Marketing the engineering programs is very important – we should emphasize the fact that we do real ‘engineering’ here. Mike and Travis have been talking about this and Bruce will be brought into the discussion. The campus has to be diligent about setting deadlines and publicizing those deadlines (we can have an internal communications deadline, but a definite publicized deadline will be set).
 - c. Currently Admissions puts a hold on accepted students if their final high school transcript has not been sent from their high school. In the NYC school system this is a problem since guidance offices are closed until August. **Bruce** – consult your staff and bring Memorie Shampine in on the conversation. Can the hold be removed, their schedules be added, then the hold placed back on their record? **Molly** – ask Sharon for a list of students who have tried to make a schedule from NYC at our NYC orientation or with the summer advisors. All items (transcripts/high school records) need to be received by Admissions by August 23. School offices may have to reach out to some NYC students to help schedule their courses.
 - d. August 12th has been set as the deadline for turning in the SUNY application – Deans may consider admitting students after this deadline based on extenuating circumstances.
- II. **2013-14 Budgets** – Based on information provided by Shawn, Academic Affairs OTPS increased by 1.2 million from last year (74% are the three schools - 62% CSOET; 7.3% SHCJ; 4.7% SBLA); 26% other areas under the Provost). J.D. and Ken will review their budgets and may be able to reduce their budgets to last year’s amounts. Additional money needed for SBLA can be taken from their Summer/Winterterm accounts. Mike will review supplies/equipment needed for the Water Chemistry lab and accreditation expenses. Transparent budget process needs to be addressed across the campus. **Deans** – review budgets and send feedback (bottom line number compared to last year’s numbers) to Shawn and copy Karen & Sandy by Wed., July 31st.
- III. **New Employee/Faculty Orientation – Thurs., August 22nd CC 212-214** – HR will be handling the new employee orientation from 9-12 noon and faculty orientation will be from 1-3:30 p.m. Continental Breakfast will be served at 8:30 a.m. and lunch from 12-1 p.m. **Sandy** – email last year’s PowerPoint presentation to deans for updates. **Deans** – plan to attend the luncheon at 12 noon and the faculty orientation from 1-3:30 p.m. **Sandy** – ask Nancy if Deans’ Cabinet can attend luncheon (deans, Sandy & Nicole).
- IV. **Needs for New Faculty – Deans or Department Chairs** – Reach out to new faculty and make sure they have their Canton email address, they complete a key request form for access to their office/building, and make sure their aware of what needs to be included on their course syllabi (found on the Provost webpage under Faculty Resources).
- V. **Temporary Service Funds – Deans** – If you are going to go over what you have been allotted your temporary service budget, please let Karen know.
- VI. **Kazan** – Proposal was distributed by J.D. The agreement with Kazan has expired and needs to be re-negotiated. The agreement needs to follow SUNY out-of-state tuition rates. **Deans** – please review hand-out and give your **feedback to J.D. by Mon., August 12th**.
- VII. **8/13 Dean’s Cabinet** – Sandy – move August 13th Deans’ Cabinet meeting.

VIII. Communicating advising information & changes w/EOP –

- a. EOP counselors should check the advising webpage for updated check-sheets. The beginning of June a meeting with EOP counselors, Advising Center staff, summer advisors and the deans should be scheduled so any changes that have occurred to programs can be reviewed.
- b. Timeliness in returning folders to the school offices – **Molly** – please share with the counselors that a student folder should be returned to the school office as soon as the counselor meets with the student. Once a day someone from EOP should return student folders to the appropriate school office.

IX. Online Learning Advisory Board Members – This board will not be making policy, but will be used for advisory purposes especially when transitions will be occurring. The board should be more faculty-centered with a broad representation across campus. Full time faculty and adjuncts were suggested. **Molly** – write a charge for the committee and review with Deans’ Cabinet at an upcoming meeting.

X. Faculty Evaluation Email from J.D. – Deans – review email draft and send **feedback to J.D. by Mon., August 12th**. Email will first go out from Karen and then reminders will be sent from the school offices.

Deans' Cabinet Action Items – August 6, 2013

- I. **Transfer Equivalency Database (Tiffany Dailey Faulkner & Bruce Smith)**
 - a. Database is very outdated. It is currently available for viewing on the SUNY Canton website- this has the potential to cause issues for students who might use the database to determine whether their courses from another college will transfer. Science courses have now been updated, with the exception of Physics. **Deans** - Work with department chairs/curriculum coordinators to complete review and updating by November 1, 2013. **Tiffany**: Leave disclaimer on transfer database website indicating it is inaccurate and under construction.
 - b. If a course is equivalent, but it is a lower level at the other college and an upper level at SUNY Canton, then it cannot transfer as upper level. Has to be designated as lower level (299) elective. **Tiffany**- Will make updates to the database to correct any discrepancies of this type currently listed in the transfer equivalency database.
 - c. Keep in mind that this project will not only help improve our internal advising process and improve service to students, but it will also align with the Seamless Transfer initiative. This has the potential to improve our own graduation rates, via transfer back (ie: If a student leave SUNY Canton prior to completing their AA degree and transfers to another SUNY School and completes their Bachelor's, transfer back will show them as also completing their Associate's at SUNY Canton).
- II. **Requests for Teaching Winter & Summer (Molly Mott)**
 - a. Confirmed that faculty must go through their department chair/dean when adding additional courses. **Molly**- When faculty emails/communications are received by Online Learning and/or Registrar that appear to circumvent the Dean/Department chair, she will respond appropriately to bring them into the loop.
- III. **Online Advisory Committee (Molly Mott)**
 - a. Molly put together a charge, describing what the committee will do. Members of the Committee to include: *Lisa Colbert, Jen McDonald, Tatsuhito Koya, Pat Casselman, Emily Hamilton-Honey, Jan Robinson, Casey Dickinson & Tim Farrell*. Advisory Board also needs to tackle review cycle of online courses (has not been happening on a regular cycle). We also haven't defined what "significant revisions" to a course means. Suggestions for changes to Committee Charge: **Molly**- clarify exactly what "Faculty Needs" covers (ie: doesn't include travel, etc.).
 - b. **Deans** - A list of approved online courses will be posted soon on the Provost's Site (password protected)
 - c. Faculty who are not updating and following up with their online classroom. **Deans** - Deans (and/or Department Chairs) need to have conversations with those faculty members when issues arise. Habitual, repeated issues without improvement may mean certain faculty should no longer allowed to teach online courses.
 - d. Discussed issues that arise in offering certain courses only online for specific programs and how that impacts students who reside on campus and may want face-to-face courses. **Molly** - Sarah Todd will pull data/demographics on our

students to see how many our resident students are taking online, their grades, etc. She will bring that data back to Dean's Cabinet for further discussion

IV. Add/Drop Day

- a. Reminder- 8/23/13 (Friday before classes start), an Admissions Counselor will be available in each school office for those new students who want to change programs. **Deans-** Please arrange logistics for an Admission Counselor to be present in your office (determine appropriate space, power hook-ups, notify other staff members, etc.)

V. Late Registration Fee

- a. Discussed idea of a late registration fee (especially for fall). The fee would be a larger amount (ie: \$75+), that would provide incentive for students to register on time and thereby help us in planning course offerings. The fee doesn't need to be approved by SUNY as it is not a comprehensive fee (not charged to all students). Will also need to define "registration" and what it means, as part of this process. **Karen-** will investigate our current process and what is in place. This information will be shared at a future Dean's Cabinet and then with Executive Cabinet to make a final determination.

VI. Compensation of Department Chairpersons

- a. Discussed introducing Summer Stipends for extra service. **Deans-** Will need to share the following information with their Department Chairs and other appropriate staff who handle compensation:
 - i. If a Department Chair receives a summer stipend, they can't teach summer school and get paid.
 - ii. For Fall & Spring, department chairs who are receiving stipends cannot receive compensation for extra service.
 - iii. Winter & Summer Term- Department chairs can teach and receive compensation. Course maximums & 20% salary cap still apply.
 1. Winter Term Teaching Maximum- 2 courses (or seven credits)
 2. Summer Term Teaching Maximum- 3 courses (or ten credits)

VII. Curriculum Coordinator Compensation

- a. Clarified compensation- Curriculum Coordinators receive one course load release per academic year. **Mike-** Moving forward, CSOET will have all Curriculum Coordinators take their course load release (or compensatory payment) in one semester or the other (instead of being spread across the academic year). This will bring the process into alignment with our other schools.

Deans' Cabinet Action Items – August 14, 2013

- I. **Articulation Agreements- Transfer Equivalencies-** Discussed how transfer course equivalencies should be determined for the purpose of articulation agreements. *College Source* is good resource for articulations & equivalencies. **Deans-** Will work to evaluate course equivalencies in question and will push to appropriate Department Chair if they aren't comfortable making the final call. **Nicole-** Will send email to Tiffany that equivalencies in database should not include those listed on specific articulation agreements. Will also cc Dean's on all articulation/course equivalency drafts moving forward.
- II. **Budget**
 - a. We don't yet know how much money we have. **Karen-** Will send request to Shawn Miller that all Dean's receive entire lump sum in Dean's account. Then they can then decide how to best allocate funds where it's most needed.
 - b. Winterterm/Summer Term funds: If we want to set aside a certain amount of money for certain travel, training, accreditation, equipment, etc, then we can create a process to bring those requests to Dean's Cabinet. **Nicole-** Find Faculty Award form (from Foundation) and bring to future Dean's Cabinet. We can use as a starting point.
- III. **Orientation Feedback**
 - a. Admissions- 001's that should have been in a major; students put in basic physics.
 - b. Students need to know their advisors before afternoon meeting
 - c. Disappointed in student attendance at afternoon meeting with faculty
 - d. Multiple orientation sessions ended up impacted mandatory curriculum meetings on Friday. Perhaps consider moving orientations to earlier in August, or even July?
- IV. **PCards-** Reconciliation has been shifted onto office staff (instead of purchasing). Some Deans have removed other responsibilities from staff Performance Programs as a result. **Deans-** Let Karen know of any of these changes as they happen. Then she can provide feedback to other VP's about implications and "real" costs.
- V. **Student Evaluations-** President okayed the idea having student evaluations mandatory for all adjuncts & un-tenured faculty (all sections). **JD-** Will resend email draft to Provost Office staff.
- VI. **Kazan-** Renegotiation with Kazan should involve department faculty in regards to curriculum (as well as Dean & Provost). **J.D. -** Will incorporate Karen's comments into draft policy and resend to everyone (including Dr. Hoffman). **Molly-** Will bring information on where we are at with all the International Programs to a future Dean's Cabinet.
- VII. **Positions on hold-** until after census. This is a soft hold (i.e.: committees can be formed, ads put together, etc.).

Deans' Cabinet Action Items – August 20, 2013

- I. **Transfer Credit and the rolling of such credit – Sandy** – Schedule a meeting with Tiffany, Brenda, Kathy & Lynne to discuss a process for transfer credit and rolling the credit to the Banner system. One possibility – After Tiffany sends the evaluation, if she hasn't heard from the school office in a week, the credit will be rolled.
- II. **Online courses scheduled for fall with no record of review** – List Distributed - Courses highlighted in red indicate there is no record of ever going through online review process, highlighted in green indicates they are good to go and highlighted in yellow indicates they are up for review.
- III. **Online Course List** – Will be posted on the Provost Webpage under Faculty Resources. Molly will send out the spreadsheet electronically.
 - a. Internship and Senior Projects will stay on the list but as an exception for course review.
- IV. **Compensation Stipend** – Currently there is no policy related to how many times a faculty member can be compensated for development of an online course. If a course is sold to the college for three years, a policy needs to be developed for what happens after the three years is done. **Molly** – will compile more information.
- V. **Online Advisory Board** – could review the composition of the Online Course Review Committee.
- VI. **Faculty Orientation** – will be held Thurs., August 22 – **Deans** are invited to lunch at 12 noon in CC 214 and then faculty orientation at 1 p.m. in CC 212.
- VII. **Reminder - Admissions Counselors in School Offices** – on Fri., August 23rd during Drop/Add.
- VIII. **Reminder – Admission Criteria for Fall 2014 was due to Admissions by 8/1/13. – Deans** – Admissions will be going on the road soon. If not done already, please send any admission criteria revisions to admissions by 9/1/13. Try to simplify the criteria. One possibility is for all students entering a four year program in a certain school would have the same admission criteria.
- IX. **Student Mobility – Seamless Transfer** – Karen is working on the cheat sheet. Our A.S. programs include: Business Administration, Early Childhood, Engineering Science, and Liberal Arts General Studies. The deans and Karen will meet with faculty to make sure that our programs meet the requirements (need 30 credits of general education).
- X. **How long do we need to retain general education assessment materials?** – **Molly** – send out the SUNY timeframe for retention of materials. **Note** – It was determined that the most recent materials used for general education assessment would be retained and materials from prior assessment cycle will be discarded.
- XI. **Consolidated budget report for Administrative Affairs** – **Deans** – List accomplishments that you included in your annual report.
- XII. **Meeting** – **Sandy** – schedule a meeting with Travis, Lenore, Bruce and Deans to discuss marketing.

Deans' Cabinet Action Items – August 27, 2013

- I. **Assessment Committee Membership** – Molly & Karen will serve as cross-walk between the two Assessment Committees. Membership will now include two faculty from each school. **Deans** - Contact representatives from your school to see if they're interested in serving on the committee and then notify Karen/Sandy.
- II. **Late Registration Fee for Returning Matriculated Students is being considered** – If returning students have not registered for classes for the next semester by the Friday of final exam week, they could be charged a late registration fee of \$150. If the fee is approved, these deadlines should be added to our academic calendar (i.e. when registration starts and the date the fee will be implemented). How to track these students will need to be reviewed with Registrar and IS. Faculty and the Advising Center should be made aware of the change and implementation so it can be promoted and shared with advisees.
- III. **Classroom Committee Membership** – **Karen** – meet w/Liz Erickson about the Instructional Technology Committee. The ITC can make a recommendation to Faculty Affairs about changing the make-up of ITC to incorporate those members who serve on the Classroom Committee.
- IV. **International Activities Spreadsheet distributed** – Guangdong Women's Polytechnic College has indicated that they want to partner with us but are waiting for us to reach out to them. Pathways w/China – should be added to the spreadsheet. Teach-out program needs to be developed for Finance students w/Bosnia – J.D. has scheduled a Sept. 16th meeting.
- V. **Language Leveling** – About 20% of our students take a foreign language. Will it be beneficial for us to level students in language in addition to Math and English? Since the state no longer offers a regents exam in any languages, we cannot base it on that score. A policy needs to be developed that is manageable – could be based on an exam and/or how many classes they took in high school. Current leveling done by Admissions for Math and English is for admission into a program, not a course. **J.D.** – will discuss developing a policy with the Humanities Department.
- VI. **International Student Billing** – A number of international students had their schedules dumped. The school office staff then has to re-build their schedules. This seems to be happening every semester and not just to the Bosnians, but also international students who are athletes. **Molly** – will check on this with Kerrie and Marela. **Karen** – will speak w/Memorie.
- VII. **New Faculty Orientation** – **Nicole** – will work on developing a checklist of who is doing what (check with HR concerning email notification) and what the school offices will need to pick up. Suggestion - Welcome basket for all new employees. In the past department chairs were responsible for making sure that new faculty had offices, keys, computers, etc. **Mike** – distribute the checklist that your school used for new faculty.
- VIII. **Move New Faculty Orientation to Another Day?** – Should new faculty orientation be moved to the Wednesday before start-up, HR orientation be held on Thursday a.m.; and breakout sessions for Angel, UCanWeb, etc., be held on Thursday afternoon (ask new faculty what sessions they want). Online Learning could offer a session a couple of weeks before classes begin so they can be prepared for classes.
- IX. **Form for faculty to use for special funding requests** – **Nicole** – will draft a new form for review at an upcoming Deans' Cabinet meeting.
- X. **Proposal for Overload Pay for Laboratory Classes** – **Karen** – Will review with Dr. Hoffman. **Deans** – If this payment schedule is instituted for spring 2014, how much will the change cost your school.

Deans' Cabinet Action Items – September 3, 2013

- I. **Guidelines to use and process to follow when revising Admissions Criteria** – Process is being reviewed and may have to go through faculty governance – revisions to Admissions criteria must go through Executive Cabinet in the meantime. Possible guidelines for Engineering - target key courses (sequences) that are needed such as Math & Physics; Business – could target an Economics sequence. Transitioning students cannot be treated differently than you would treat the freshmen students.
- II. **2+2 Programs – Karen** – Contact Linnea LoPresti to see if we need to submit a revision to SUNY to change an existing 2+2 program.
- III. **Faculty Promotion Criteria Matrix** – Develop a matrix with preferred and required requirements by department/discipline for faculty promotions with minimum requirements as listed in the Professional Personnel Handbook. Terminal degree could be linked to the promotion matrix and not to continuing appointment. **Karen** – distribute to the deans a matrix example that could be used. The deans will then meet with their Department Chairs/Curriculum Coordinators to start reviewing the process.
- IV. **HS/CTE Faculty Credentialing Form** – Revisions suggested. **Nicole** – Revise form.
- V. **Request from Addie Russell** – She would like SUNY Canton to offer a retention and collaboration project with area high schools for 11th and 12th graders (much like the project we have with Heuvelton Central – exposing students to a college course). Gen Ed courses (MATH 161, College Algebra, Stats, Survey of Math) could be offered for students who are eligible for AP courses. If we do dual enrollment, the students could receive a reduced tuition rate and the high school teacher would be credentialed or will be mentored by a SUNY Canton faculty member. To make it cost effective, at least 20 students would have to be enrolled in the program. Another possibility is our faculty could teach the course through BOCES, but the students would then have to pay the regular tuition rate. **Molly** – draft a proposal and review with Karen prior to presenting it to Addie. Addie will also need to address the tuition rate issue.
- VI. **Winterterm Credit Limit** – Students can take up to 7 credit hours; faculty can teach two courses (or seven credits).
- VII. **Assessment in the Major Schedule** – **Karen** – discuss 4 yr. programs from Canino with Sarah.
- VIII. **Residency requirements for programs** – Academic Standards will be discussing residency requirements this year. Residency requirements in the program should be considered but we have to keep in mind the SUNY Seamless Transfer process. (Currently we require 45 upper level credits and 24 within the program).
- IX. **Online course policy for students in the dorms** – **Deans** – To accommodate totally online students, so many seats could be open during prescheduling and a number of seats would be held for totally online students.
- X. **Reminder - Credit Validations for new Faculty** – **Deans** – Credit validations for new faculty need to be done within 60 days of hire or by November 1st.
- XI. **Funding Request Form** – **Sandy** – move to next week.
- XII. **Course Demands for Winterterm** – **Deans** – Submit to the Registrar as soon as possible.

Deans' Cabinet Action Items – September 10, 2013

- I. **Course Fees – Deans** – Any course fee requests for Spring 2014 need to be sent to Albany by October 1, 2013. Any Fall 2014 requests are due to Albany by May 1, 2014. (Form attached) The SUNY Fee Policy can be found at:
http://www.suny.edu/sunypp/documents.cfm?doc_id=398
- II. **Budget** – Shawn Miller distributed a budget comparison from 2012-13 and 2013-14 which was discussed. Due to time constraints, Shawn will return to the September 17th meeting to finish her report.

Deans' Cabinet Action Items – September 17, 2013

- I. **Budget – Shawn** – inform Karen how much revenue is available from Summerterm 2013 and send J.D. his proposed 2013-14 figures. **Deans** – When accounts become available, check them to determine if all personnel lines are located under the correct accounts. **Sandy** – add to next week's Deans' Cabinet agenda "Develop a Meaningful Campus-wide Staffing Plan".
- II. **Course Fees Application – Deans** – Send applications to Shawn electronically (copy Karen and Sandy) so she can submit to Albany by October 1. Submit the changes for spring now; any new fees for fall 2014 should be submitted in spring 2014 (deadline to Albany is May 1, 2014).
- III. **Internship Orientation Class Compensation Policy** – Faculty will be offered the course as one credit hour of load **OR** when it is being used as non-load, will be compensated as an overload at \$100 per student if enrollment is 1-7 students and at \$1000 for the course if 8 or more students are enrolled.
- IV. **Be Proud – Mike** - One section of MATH 100 can be offered for Spring 2014 if the enrollment is under 30. If the Math Department does offer two sections of MATH 100, other students could be enrolled in those two sections. One section could be offered in the beginning of the semester and another section could start as a late start course. **Sandy** – notify Memorie that we will run two sections of the Be Proud courses, but that other students will be allowed to enroll in these sections. Be Proud students will be scheduled in the sections offered in the beginning of the semester.
- V. **Funding Request Form** – was discussed and revisions suggested. **Nicole** – Will revise form with noted revisions
- VI. **Articulations and Program Webpages – Nicole** – articulation agreements will be listed on each program webpage but the actual articulation agreements will not be posted. Each program page should have contact information for the dean and department chair/curriculum coordinator.
- VII. **Compensation for Directors/Department Chairs** – Stipends for Directors/Department Chairs need to be reviewed. These stipends were determined prior to the increase in course compensation (\$3000 per course) and enforcement of Article 25 of the *2007-2011 UUP Agreement between the State of New York and United University Professions*.
- VIII. **GER Assessment and Assessment in the Major – Sandy** – Schedule a meeting for faculty completing GER assessment with the deans and Sarah, schedule a meeting with faculty completing an Assessment in the Major with the deans and Sarah, and schedule an Assessment Committee meeting with the deans and Sarah. Assessment meetings will be set up periodically (monthly) throughout the spring semester. **Sandy** – contact Sarah concerning what classes will be chosen for GER assessment.
- IX. **UUP Faculty Giveback Days – Sandy** – add to next week's agenda to discuss with Dr. Hoffman.
- X. **Faculty Evaluations – J.D.** – revise the email message and distribute to the deans for review. After approval by the deans, Karen will forward J.D.'s draft on to Dr. Hoffman for possible consideration at next week's Labor Management meeting.
- XI. **Reappointment of Lecturers & Materials Needed** – When lecturers are up for reappointment, a portfolio will be needed and faculty will need to address: 1) Mastery of Subject Matter and 2) Effectiveness in Teaching. They can voluntarily give us information on 1) Scholarly Ability, 2) Effectiveness in University Service, and 3) Continuing Growth, but it is not required in their portfolio.
- XII. **Promotion and Tenure Matrix – Sandy** – distribute to deans.

Deans' Cabinet Action Items – September 24, 2013

- I. **Promotion & Tenure Matrix** – The promotion & tenure matrix will be determined and recommended by the departments/schools. **Sandy** – Schedule a meeting with J.D., Mike, Ken and Karen to discuss.
- II. **Campus-wide Staffing Plan – Deans** – Plan for new full-time faculty by combining courses that are currently offered by adjuncts into one position and then convert those moneys from temporary services to a full-time PSR line. The plan must show that you are reducing temporary services and showing a savings.
- III. **UUP Faculty Giveback Days** – This topic is being discussed and has not been decided. It will not be when classes are in session.
- IV. **Preparation for Middle States Discussion at Executive Cabinet** (Assessment, Planning, Budgeting) – Middle States has requested that four areas be addressed on the progress report due April 1, 2015. Three of the areas are being dealt with. The fourth area, 'Planning and improvement processes that are clearly communicated, provide for constituent participation, and incorporate the use of assessment results in budgeting and planning (Standard 2)' needs to be addressed. The strategic plan needs to be tied to funding. In the future CUSP will be co-chaired by the VP of Administration and Provost. Suggestion – go back this year and look at the money we spent and how it affects the plan. **Sandy** - Schedule a meeting with Karen, J.D., Molly, Natalie, Shawn and Dr. Hoffman to discuss how to link the moneys spent now to the strategic plan, how we will spend money in the future to meet the strategic plan, and goals & objectives.
- V. **Open SUNY** – Programs that could be nominated include: Dental Hygiene-BTech, RN-BS, Management, Finance, Legal Studies, Emergency Management, Information Technology and Law Enforcement Leadership (none are accredited). **Dr. Hoffman** will consult the form that needs to be submitted to Albany to see how many programs can be nominated.
- VI. **SUNY Online Project - Karen** – reach out to Bob Kraushaar to check on its status.
- VII. **Teaching Evaluations** – Deans and Department Chairs will have access to the evaluation results for faculty within their school/department.
- VIII. **Benchmarking student evaluations – Karen** will discuss with Sarah. (Comparison could include individual faculty scores, scores of other faculty teaching the same course, department members, school and campus.)
- IX. **Faculty Evaluation Email – Sandy** – send the email out to faculty distribution list.
- X. **Physical Education and Transfer Credit** – We do not accept physical education as transfer credit unless it is a theory based course that could be accepted as a liberal arts course. **Sandy** – Add to an upcoming agenda
- XI. **Stipends** for developing online courses are instructional expenses and should come out of program accounts. – **Sandy** – add to an upcoming agenda
- XII. **Transfer Database – Sandy** – ask Tiffany to send the deans an updated spreadsheet.
- XIII. **Summerterm loads** – Faculty can teach:
Three (3) courses in Session I
OR
Three (3) courses in Session II and three (3) courses in Session III.
- XIV. **Summer And Winter Session Policy – Sandy** – check with Michaela to see if Executive Cabinet has been approved and then notify Molly. Once approved by Executive Cabinet, then a note needs to go out to the faculty listserv.

Deans' Cabinet Action Items – October 1, 2013

- I. **Physical Education & Transfer Credit** – Physical education credits are accepted if our campus has that course on the books. Physical education credits can be accepted as a general elective credit up to 6 credits. **Karen** – Present to Academic Standards.
- II. **Accounts – Deans** – check your accounts to make sure that faculty/staff are charged to the correct accounts under PSR and temporary service. Send Sandy any discrepancies by October 15.
- III. **Stipends** – The stipend for faculty who develop online courses should come out of departmental accounts. **Deans** – plan for stipends in your departmental accounts. **Molly** – Discuss stipends and three year renewal cycle with the Online Advisory Committee. Also contact HR for Work-for-Hire information.
- IV. **Program Brochures** - Program brochures should be linked on the program webpage so prospective students could print them off. Admissions would also be able to access the brochure online for any prospective students. Videos could also be linked. **Sandy** – check on cost for printing brochures.
- V. **SUNY Guidance on Campus Grading Policies and Procedures** – **Deans** – Review the document and highlight areas that need to be addressed. **Sandy** – add to October 8th agenda.
- VI. **Winter session – Deans** – If there are course additions for winterterm, please notify Molly. **Sandy** – Send out 20% list to deans. **Deans** – Review the courses that were offered last year with decent enrollments and see if we can teach them this year. The schools could develop course demands of what they want to offer during summer/winter and then ask the departments who is interested in teaching those courses or if we need to hire adjuncts to teach those courses. Upper level Gen Ed courses should be offered in winterterm and could probably get enrollment from students in a number of our baccalaureate programs.
- VII. **Reminder – Deans** – Send any revisions to leveling charts for Math, Science and English to Sharon Tavernier for inclusion in the Advisor Resource Packet.
- VIII. **Right Placing of Programs within Departments/Schools** – Discussion occurred and no action is required.

Deans' Cabinet Action Items – October 8, 2013

- I. **Admissions** – 1) The deans agreed that while traveling, Admissions counselors could help facilitate developing articulation agreements with community colleges by telling them we're interested. 2) Transitioning students – Proposal presented by Admissions that all transitioning students' paperwork will go through the deans' offices instead of Admissions. Transitioning students are defined by SUNY as Associate degree students who graduate and immediately want to move into a 4 yr. program (no break in attendance). **Chelsea** – write up the current process and what will be required of the deans' offices. **Deans** – discuss with your office staff (The process will entail an email being sent on a weekly basis to Admissions with student name, ID number, desired program and whether dean has approved or not). A Transitioning form will need to be developed. **Sandy** – add to next week's agenda. 3) Transfer Database – **Deans** - have database review done by November 1st.
- II. **Campus Enhancement Grants – Admissions will be asking for target marketing funds. Ken and J.D.** – let Bruce know if there are specific programs that need to be marketed. **Bruce** – Nicole Dunnan prepared a list of programs that could be targeted.
- III. **NSSE** – SUNY Canton will be participating in NSSE in Spring 2014. NSSE is only for baccalaureate students. Deans' Cabinet approved that the Topical Module that SUNY Canton students will address will be 'Development of Transferable Skills'.
- IV. **Faculty Information Form Revisions – Sandy** – Make the following revisions:
 - i. I.A. Include courses taught, procedures used to *assess teaching and advising effectiveness*, new and innovative pedagogy.
 - ii. III. University Service – add: (*optimally includes at least 2 of these 3 areas*)
 - iii. V.A. This past year's goals and plans – *Indicate* the progress made in accomplishing last year's goals and plans.
 - iv. III, IV & V – Add: *Optional for lecturers*
- V. **SUNY Guidance: Campus Grading Policies and Procedures** – Document was reviewed. Areas that need attention by the Academic Standards Committee include: B.1.g. – Policy needed; B.1.h. – Clear policy needed; B.1.i. – needs to be added to the charge of Academic Standards; B.2.b. and c – information needs to be added to the Incomplete form; B.2.e. – specify in policy; and B.2.h. – Add to the last paragraph of the Grievance Procedure (*Student Handbook – page 9*) how we notify the student and faculty (read receipt through email).
- VI. **Faculty Evaluations – Sandy** – Ask IS if a faculty member can select if they want their comments by student or by question. Ask Sarah to survey faculty how they want their faculty comments displayed (by student or by question).
- VII. **Desktops/Laptops for Faculty – Deans** – If faculty haven't responded by Mon., October 14th, those computers will be reassigned.
- VIII. **Grade Review** – Process will be the same as last semester.
- IX. **Campus Income Statement** – Could include state and IFR accounts. Statement should be done on a monthly basis. **J.D.** – obtain an example of a campus income statement that is fund based.
- X. **Paying for online course development – Deans** – as you're planning for next year, keep track of courses that have ownership and that need to be developed. This year the expense will be charged through the Summer Master account.
- XI. **Background Checks on Students** – Hospitals are requiring PTA clinical students to have background checks. A notation may need to be added to the program webpage indicating that a background check may be required before they participate in clinical at a hospital. **Karen** – speak w/Kerrie/Foundation concerning financial aid covering this expense if necessary.
- XII. **Contact hours** – 16-18 per semester.
- XIII. **Compensation – Sandy** – develop a cheat-sheet indicating compensation for all circumstances.

Deans' Cabinet Action Items – October 15, 2013

- I. **Admissions – 1) Transitioning Students** – Transitioning students will be handled by the dean's offices but Admissions will be notified at the end of the semesters (not weekly). 2) Admissions Standards should go through the Retention Committee. 3) Admissions Plan – Bruce distributed the plan. **Deans** - let Bruce know if there are any changes. 4) List of transfer contacts from 2 yr. colleges (community colleges) to 4 yr. colleges was received from SUNY – **Bruce** will distribute to the deans.
- II. **Dual Enrollment w/BOCES** – CV-Tech contacted Nicole about working on Dual Enrollment. Students would pay reduced tuition and be enrolled as a non-matriculated SUNY Canton student. **Nicole** – Explore with CV-Tech. – Concerns include the territory issue, if official transcripts will be required for credentialing, and what programs they are interested in. **J.D.** – will look how this impacts Middle States.
- III. **Blackjack Class** – The casino wants to offer a one-day non-credit class/activity on campus. Any attendees could then be hired by them during the summer. **J.D.** – have Michaela add this to the Executive Cabinet agenda.
- IV. **Faculty who are pending terminal degrees** – **Deans** – identify faculty who are on visiting lines; **Sandy** – set up meeting with deans, Karen and Dr. Hoffman.
- V. **Payment for Professional Memberships** – The standard practice on this campus is that the campus does not pay for individual professional memberships. **Karen** – Add to EC agenda to add to Policies and Procedures Manual.
- VI. **Dean's Office Off-term Incentive Account** – The account should not be used to purchase food, individual professional memberships, and professional licenses/tests.
- VII. **Faculty Evaluations** – **Sandy** – have Sarah survey the faculty concerning how they would like to receive their comments (by student or by question).
- VIII. **G2S and MATH 100 failures** – **Molly** – have Sarah provide data on the number of students who fail ENGL 097 or Math 100 and G2S or Be Proud but came back the following year and on how many students come in at ENGL 097 and MATH 100 levels.
- IX. **ESL Class** – Two ESL sections were offered in Fall 2013, but the classes were cancelled due to low/no enrollment. A mechanism needs to be used to identify students for ESL classes. **J.D.** – discuss with Nadine. **Mike** – speak with Marela Fiacco about the program at Fulton Montgomery Community College.
- X. **Matrix Rank Template** – **Karen** – develop a template for deans to distribute.
- XI. **Seamless Transfer** – **Sandy** – add to the next agenda.
- XII. **FYEP** – **Sandy** – add to agenda when Dr. Hoffman is attending Deans' Cabinet.

Deans' Cabinet Action Items – October 29, 2013

- I. **Degree works** – Course Exceptions/Substitutions – Will be handled in the Dean's offices. Secretary will submit the request and deans will approve. **Sandy** – Send Sharon the course substitution/exemption form.
- II. **Final Grade Entry – Memorie** – Notify faculty that they have 72 hours after completion of the final exam to submit their final grades. After the 72 hours, they are late (after a certain hour on Sunday, everyone is late). Drop dead due date/time is Monday, December 16th at 9 a.m.
- III. **Incomplete Form** – Develop a form for implementation in Fall 2013. **Sandy** – add to next week's agenda.
- IV. **Winter Session Concerns** – Add/Drops and withdrawals will be processed in the Registrar's office and Dean's signatures will not be required (treated the same as non-degree student).
- V. **Late Registration Fee** – Will be collecting a \$50 late registration fee after December 14th. This fee is non-refundable. If a student is not returning, the student must email the Registrar's Office from their SUNY Canton email account notifying us that they are not returning.
- VI. **Summer Advising – Memorie** – Will consult with IS to determine when Admissions updates a student record, if all of the screens can be updated at the same time.

Deans' Cabinet Action Items – November 5, 2013

- I. **FYEP** – FYEP was discussed. This program is a major component of retention and every true first-time college freshmen should complete FYEP. Transfer students can have the requirement waived. FYEP instructors would be the students' freshmen advisor and their secondary advisor would be their program advisor. This course should be offered in every program for implementation in Fall 2014. If FYEP is not a part of a program, evidence of the retention tool that is being used will have to be provided. Changes to the current FYEP course will be discussed and considered. Some considerations include: Quality of the program (not rigor), holding the FYEP course for non-traditional/commuter students on four Saturdays to get half of the course done, changing to a seven, ten or twelve week model; and adding a more extensive information literacy component to the course. Benchmarking and study of best practices from other institutions similar to us (Delhi, Cobleskill, Morrisville and community colleges) needs to be made available to the deans. A FYEP 102 course could be developed and offered the second semester for any first year students who are on academic probation/jeopardy. **Molly/Sharon** – Provide benchmarking to Deans so they can present more information to their departments to consider.
- II. **Late Registration Fee Questions** – No waivers available. If there is an issue, the student can be referred to their academic dean or the Provost. Students need to be reminded that when they register on time, they will have access to add and drop courses online over winter break. **Sharon** – Remind the students often that when they register, they will be able to add and drop courses online over winter break.
- III. **Changes to the admission requirements for CSOET programs** – **Mike** – Departments need to make a recommendation to their dean and he should present it to Executive Cabinet.
- IV. **Academic Requirements** – Recording of Imputed Credit and use of Dean's discretion – **Deans** – Add memo/note in the student file that by adding the imputed credits into the students' GPA, it allows the student to be in good standing.
- V. **FOB 322 – Faculty Office/Testing Room** – Renee will schedule the room for faculty (Math and SLBA faculty) use. Deans' Cabinet will review usage next spring.
- VI. **Seamless Transfer** – **Nicole** – check SUNY Provost webpage for transfer of our courses.
- VII. **Incomplete Form** – An incomplete grade cannot be given until an Incomplete Form is signed by the student and the faculty member. **Karen** – Develop the form and distribute within the week.
- VIII. **Professional Development & Equipment** – **Karen & Sandy** – Review the account for funds available. **J.D.** – Contact the Business Office for a copy of the written policies that our offices need to follow. **Molly** – Provide a list of do's and don'ts.

Deans' Cabinet Action Items – November 12, 2013

- I. **Registration Opens for Non-Degree Students for Winter and Summer Sessions one Week before our Degree Students** – It was initially scheduled this way because other campuses opened their winterterm and summer registrations earlier than us. **J.D.** – discuss with Memorie if non-degree and degree students could be able to register for winterterm and summer at the same time (a week earlier than current policy for degree students). **Molly** – Investigate when Herkimer and FLCC open their winterterm registration.
- II. **Course Schedule on the Web versus in UCanWeb** – **J.D.** – discuss with Memorie about having a link for non-degree students and a link for degree students. The functionality is so much better on the web versus looking up things on UCanWeb.
- III. **Undeclared (001) and Individual Studies (688)** – **Mike** – request a list of registered Undeclared students by concentration from the Help Desk to determine who needs to be advised about changing to a program.
- IV. **Incomplete Grade Contract** – **Nicole** – Update the form and post under 'Faculty Resources' on the Provost Webpage. **Sandy** – Notify faculty of new form and where it can be found.
- V. **Conference Call w/SUNY Interim Provost** –
 - a. **Seamless Transfer – Transfer Paths.** Some of the transfer paths are missing certain things and conversations will be reopened. Engineering also needs to be revisited and discussion has occurred about doing tracks within that discipline. SUNY Commons will be used for conversation. A point person will be designated from each campus. **Deans** – send Sandy a name of a contact person/faculty leader within your areas to consider.
 - b. **Seamless Transfer – Deadlines** - Per SUNY, the deadline for minor revisions to programs may be changed. Phase I - the initial review of programs and waiver requests needs to be completed. If programs have already done their work and are ready to be revised, it would be nice to put those through and be ready for next fall.
 - c. **Student mobility website can be found at:**
http://www.suny.edu/provost/academic_affairs/studentmobility.cfm
- VI. **Before Thanksgiving – Holiday Break Office Coverage** - Karen will address questions about coverage before Thanksgiving and around the Christmas/New Year holidays at a meeting called by Dr. Hoffman on Mon., November 18th.
- VII. **Policies & Procedures Manual Updates** – **Sandy** – add to January 2014 agenda to review.

Deans' Cabinet Action Items – November 19, 2013

- I. **Seamless Transfer & Program Requirements – Update from deans**
 - a. Canino School of Engineering Technology - Waivers for Air Conditioning Eng., Civil Eng., Electrical Eng., Mechanical Eng. and Engineering Science and three baccalaureate programs (Civil & Env. Tech., Elect. Tech. and Mech. Tech.) will be completed. The certificates and other associate and baccalaureate programs are okay or will be revised to reflect SUNY guidelines. **Mike** – will check on ARES.
 - b. School of Business and Liberal Arts – Legal Studies made revisions. No changes are needed to Applied Psychology and the other 4 yr. programs will be fine. J.D. will re-visit Management w/Charles. Early Childhood is reviewing the guidelines. Waivers will not be required of any of the other 2 or 4 yr. programs.
 - c. School of Science, Health & Criminal Justice – Waivers will be done for Dental Hygiene, Nursing (2 yr.), Veterinary Science (2 yr.) and Physical Therapist Assistant. All other reviews have been done. Ken will review the transfer path for criminal justice.
- II. **Review of Course Outlines vs. College Catalog vs. Banner** – Registrar staff will review the course outlines posted on the webpage to determine that they match what is on Banner. **Deans** – Review the course outlines posted on the Faculty Assembly webpage to determine that they are accurate and revise the college catalog for fall 2014. The Faculty Assembly webpage is the official course outline site. **Deans** – use track changes when revising the course descriptions for the 2014-15 college catalog.
- III. **Admission Criteria – Deans** – any revisions for fall 2015 need to be presented through Executive Cabinet during spring 2014. By simplifying entrance requirements for programs it will make it easier for Admission counselors.
- IV. **Prioritizing New Articulation Agreements w/Community Colleges** –
 - a. SBLA - Agreements for Emergency Management and Finance should be developed first and also agreements with large community colleges.
 - b. CSOET - There are no changes to articulation agreements being developed for Canino. \
 - c. SHCJ - Any agreements for Health and Fitness Promotions need to be put on hold. Agreements for the Nursing BS program can move forward.
- V. **Thanksgiving and Christmas/New Year Holiday Office Coverage** – Deans' offices will be open the day before Thanksgiving. **Deans** – send Sandy the schedule for offices in your school/division by Thurs., Nov. 22nd. The liberal leave policy will also be in effect for Monday, December 23, 2013 through Friday, January 3, 2014. Deans' offices do not need to be open during those weeks. Offices that need to be open include: Online Learning, Registrar, Student Accounts, Financial Aid, and IT. These offices can be closed Christmas Day and New Year's Day and ½ days on Christmas Eve and New Year's Eve day. **Semester Break Hours** – from Mon., Dec. 23 through Wed., Jan. 15 the Campus office hours will be 8 a.m. – 4 p.m. with normal office hours (8:00 a.m.- 4:30 p.m.) resuming on Thurs., Jan. 16. **Deans** – send Sandy the schedule for offices in your school/division that will be open during Mon., December 23rd through Fri., January 3rd.
- VI. **Graduate Survey – Sandy** – Discuss with Sarah: 1) setting up a new email for the message/survey, 2) sending the message out by program/program coordinator, and 3) offering the graduate an opportunity to win an iPad by filling out the survey.
- VII. **Winterterm/Summer Registration** – Non-degree and degree students will be able to register for winterterm and summer courses on the same date (the first day of Advising Week or April 7th in Spring 2014).

Deans' Cabinet Action Items – November 26, 2013

- I. **FYEP – Benchmarking Information** – Handout on FYEP was distributed which included information on FYEP programs at other campuses. Our concerns include: Staffing, facilities, advising piece, student feedback and faculty input. Discussion also included setting up sections of FYEP for specific areas/curricula (i.e. engineering, etc.). Every program must have some overt retention effort/program built into their curriculum. Students will be surveyed the beginning of December. **Deans** – encourage faculty to keep discussing what type of retention plan will be used in their program. Possibilities include: adding FYEP, adding an FYEP component to an already established course, or coming up with another retention effort. **Molly & Sharon** – develop a transition plan/framework that includes objectives, timelines, etc.
- II. **Academic Probation Deadlines** – Students must contact their academic dean's office between January 6 and 10 to adjust their schedules.
- III. **Compensation Cheat-Sheet – J.D.** – Draft a policy to compensate instructors who are teaching practicums.
- IV. **Academic Appeal Information – Sandy** – Update the appeal information and post on the webpage.
- V. **Seamless Transfer Implementation Update** – A faculty member from each transfer path discipline needs to be identified. That faculty member will be involved in any discussion concerning the transfer path on the newly established Learning Commons network. **Deans** – Ask the department chair to use an inclusive process to recommend who will be covering each discipline. **Send those names to Karen by Thurs., December 5th** so she can respond to SUNY's request.
- VI. **Future Open Houses** – This fall two open houses were scheduled during advisement and registration week. There should be no open houses during those weeks. **Karen** – Discuss with Bruce.
- VII. **Winterterm 2013 Courses – Deans** – encourage faculty to link course syllabi information. Instructions can be found on the Provost Webpage under 'Faculty Resources' – 'Uploading Syllabus to UCanWeb'.

Deans' Cabinet Action Items – December 3, 2013

- I. **Tutoring Requests – Budgeting Impact** – Faculty requests for tutoring need to go through their dean first. Areas that should be discussed include goals, objectives and potential funding sources. A plan and process that involves the dean can be developed and the Tutoring Office can plan forward. In the past, classes that historically had a high failure rate were considered for tutoring and then by implementing a tutoring program, the failure rates could decrease. Ninety percent of tutoring happens in the 100 or 200 level course. If faculty require students to go to the Writing Center, these faculty need to contact Johanna a few weeks ahead of time to make sure that staffing is adequate. **Johanna** – send Karen a list of faculty who are involved in the Tutoring labs so this information can be shared with the President's Office.
- II. **Suspension/Probation Notification – 2014-15 Academic Calendar** – The academic year is fall, winter, spring and summer. Should suspension/probation notification dates be added to the academic calendar? The 2014-15 academic calendar was reviewed and a tentative date for suspension/probation notification could be Friday, Dec. 19 or Mon., Dec. 22nd. A definite date will be confirmed after we see how things go at the end of this semester.
- III. **Names for Seamless Transfer Path Conversations – Ken** – Diane Para and Janet Parcell-Mitchell should develop a transfer path that they can suggest to SUNY. **Deans** – Email Sandy the names of faculty assigned to each discipline by Thurs, December 5th.

Deans' Cabinet Action Items – December 17, 2013

- I. **Requests for Tutoring Services** – This request should be completed for tutoring services needed for the following academic year. The Engineering Tutoring Lab should be reviewed in spring 2014 and rolled into a plan that is tied into the budget for the following year. If faculty requires students to attend a tutoring/learning center, then that faculty member also needs to devote at least a couple of hours a week to that center. **Molly** – Revise proposal into a form layout and add March 1st deadline. Add tutoring services currently provided to the reverse side of the form. Distribute to deans for final approval.
- II. **Feedback from OLAC (Online Advisory Committee)** – OLAC worked w/Sarah to pull in retention and course completion data. The group also tackled the re-review process and OLAC is committed to keeping the three-year review cycle. A separate committee will complete the re-reviews during the summer months but the team will be scaled back to 2 people – 1 related to the subject matter and the other outside the discipline – the 2nd person does not need to be a faculty member. This responsibility could be added into someone's performance program. Suggested participation stipend could be \$35 a course (content person).
 - a. **Significant changes** – If a substantive change affects the student learning outcomes, the change must go through the department. If changes are made to the course after it goes through the review process, the faculty member needs to inform Online Learning that they're doing that. Standards that are in the course review process for content and navigation needs to be maintained. If Online Learning is made aware of a student learning outcome that is not being met, they will reach out to the department chair or tell the faculty member to reach out to the department chair.
 - b. **Compensation Policy** – Before changes can be made, the faculty need to understand the current policy. OLAC would like the deans to discuss this topic at a school meeting. The stipend is not to 'develop' courses but to co-own the course. Faculty owns the syllabus and their delivery but they do not own the course outline. As representatives from their school, OLAC members need to get input from the faculty and then make a recommendation to Karen by February 1st. Even if we already own a course, a faculty member could choose to develop their own course – they do not have to use the course that is owned by the college.
- III. **Seamless Transfer Communication to Faculty – Deans** – Review the Seamless Transfer information with the department chairs. Seamless Transfer means that we need to treat transfer students the same as our own local students – i.e., if our current students can move to their third year in a program with a 2.0, then we need to allow transfer students to come in with a 2.0 GPA.
- IV. **Undeclared Major – Declaring a Major** – Revise current policy to indicate that students who have earned 30 credit hours need to declare a major. **Karen** – Add to Executive Cabinet agenda to revise in Policies & Procedures Manual (PPM). **Karen** – Give an update at the next Faculty Assembly.
- V. **Permission to walk at graduation if a student is not on the potential graduation list** – A student needs to be no more than 12 credits away from graduating and have a degree completion plan (i.e., need to be able to complete the coursework by the end of the next academic semester).
- VI. **Students graduating in December 2013 and returning Spring 2014** – Students who graduate in December 2013 with an Associate's degree and return in a Baccalaureate degree in the Spring are considered a 'transitioning student' and must complete a 'change of major' form and be included on the Curriculum Change list that is sent from the Dean's Office to the Registrar/Admissions Office. If these students take a course during winter-term, they are considered a non-matriculated student and will not be eligible for financial aid. **Deans** – make faculty aware that students who graduate in December and return in January (or graduate in May and return in August), are considered a non-matriculated student during winterterm and summer and are not eligible for financial aid. **Sarah** – run a report in January after registration to see how many transitioning students returned.